

SELECTION PROCESS

1. The selection process, depending on the specific course, is comprised of two or three assessment factors, each worth a set percentage of the cadet’s final score. RCSUs must adhere to the following assessment factors and percentages, and minimum scores:

Course	Assessment Factors	% of Final Score	Total Possible Final Score	Minimum Score Required at the Exam
IACE	File Review	80 %	100 %	
	Interview	20 %		
PPS	PPS / GPS Qualifying Exam	30 %	100 %	50 %
	File Review	50 %		
	Interview	20 %		
GPS	PPS / GPS Qualifying Exam	30 %	100 %	50 %
	File Review	50 %		
	Interview	20 %		

2. The selection process will be administered IAW timelines detailed in Annex B to this instruction and in the following order:

- a. PPS / GPS qualifying exam;
- b. File review, and;
- c. Interview.

3. Once all of the assessment factors have been completed, the RCSU will generate selection lists by using data exported from the Fortress ranking tool. Cadets will be prioritized for selection, highest to lowest score, based on the compilation of scores achieved on each of the separate assessment factors.

4. The RCSU Eastern is required to adhere to the applicable selection list when making selections for each course. IAW the number of billets allocated by the Natl CJCR Sp Gp, the RCSU Eastern will identify on each selection list is a cadet is ‘selected’ or ‘stand-by’

5. If a squadron has submitted the maximum number of applications for a course, the lowest scoring applicant will be placed on ‘stand-by’. This is determined by applicants total score based on the combined assessment factors (PPS / GPS qualifying exam, file review, and interview).

6. Cadets placed on 'stand-by' will be utilized to backfill positions, by course, as they become available. Backfills will be allocated based on the applicable selection list, except in the instance that a cadet has been designated as 'stand-by' due to their squadron submitting the maximum number of applications for a course. In this case, the cadet will not be selected unless a previously selected cadet from the same squadron withdraws and that cadet is the next-ranked cadet or there are no other cadets remain on the regional selection list for that course.
7. Should there be no 'stand-by' cadets left on the regional selection list, the billet will be reallocated by Natl CJCR Sp Gp HQ IAW the billet allocation calculator.

Explanation of the Assessment Factors

8. PPS / GPS Qualifying Exam. All PPS and GPS applicants, IAW CATO 54-27, *Power Pilot Scholarship* and CATO 54-26, *Glider Pilot Scholarship* are required to pass the PPS / GPS qualifying exam, based on aviation material.
9. Cadets who fail to meet the minimum score allowed (50% for the PPS / GPS qualifying exam) will not be permitted to continue in the selection process.
10. The cadet's score on the PPS / GPS qualifying exam will entered as a percent, eg. 86.35%, into the Fortress ranking tool.
11. File Review. The file review, a primarily automated process, will be completed using the Fortress ranking tool and is based on the cadets Fortress records, and the manually inputted education score. Cadets will be awarded points in the following scoring factors:
 - a. Attendance – mandatory local activities;
 - b. Current rank;
 - c. RDA / NDA participation;
 - d. CTC qualifications;
 - e. Total number of years enrolled in the cadet program;
 - f. Age;
 - g. CTC staff cadet rank;
 - h. Cadet Fitness Assessment level;
 - i. Education;
 - j. Squadron CO priority ranking; and

- k. RCSU CO priority ranking.
12. The point distribution, by scoring factor, is detailed in Annex C of Instruction 7003-1-13 of the Natl CJCR Sp Gp.
13. In order to ensure that a fair and transparent process is adhered to, no manual adjustment of points is authorized. It is therefore critical that squadrons ensure each cadet's Fortress record is up to date.
14. Interview. The interview board will be conducted by the ACLC with assistance, as required, from the applicable RCSU.
15. Natl CJCR Sp Gp HQ will annually publish a maximum number of interview positions, by RCSU and by course.
16. An interview guide, which will include a specific set of interview questions by course, a scoring rubric, and methodology to conduct the interview board will be published by Natl CJCR Sp GP HQ for all regions to follow to ensure consistency.
17. The purpose of the interview is to assess each cadet in person and assign them a score which is both absolute and relative to other cadets. The interview will determine:
 - a. Level of civic engagement;
 - b. Breadth of knowledge of the cadet program;
 - c. Ability to express themselves and their ideas in a confident manner;
 - d. Level of interest in aviation (PPS and GPS applicants only); and
 - e. Awareness of current domestic and international events (IACE applicants only).
18. The three-person interview board will be comprised of the following:
 - a. An ACLC member (chosen by PC Director);
 - b. A CIC Officer (Cadet Flying Training Centre staff, Squadron CO, RCSU Staff);
 - c. One of the following:
 - (1) COATS GSO / NCM,
 - (2) Regular Force Officer / Snr NCM / Reserve Force Officer / Snr NCM,
 - (3) Senior cadet (WO1 / WO2) (graduate of PPS / GPS / IACE preferred).

19. Should an ACLC member not be available, the position can be filled by an additional CIC Officer.
20. No adjustment of interview scores is authorized, i.e. no instituting a bell curve to the results.
21. The cadet's score, averaged from the score of the three-person interview board, will be entered as a percent, e.g. 86.35%, into the Fortress ranking tool.