



Guidance on Students During the COVID-19 Pandemic

Part I: Rehiring, Hiring and Obtaining Security Statuses

COVID-19 has required us to adapt our tools, approaches and strategies to a rapidly changing context. Students can be a powerful part of this response. The Chief Human Resources Officer recently called upon hiring managers to consider engaging students to support our response to COVID-19 and recovery efforts.

To assist departments and agencies, organizational human resources teams, hiring managers and students, the Office of the Chief Human Resources Officer will be developing three guidance documents:

- Part I: Rehiring current and former students, hiring new students and obtaining security statuses
- Part II: Equipping and providing access to GC tools
- Part III: Virtual onboarding

At all times, when rehiring current or former students or hiring new students, departments and agencies must ensure value for money and respect sound stewardship in their decisions.

Rehiring current and former students

Is rehiring students possible?

Yes. Those originally hired through the [Federal Student Work Experience Program](#), the [Post-Secondary Co-op/Internship Program](#) or the [Research Affiliate Program](#) can be rehired as students.

What are the benefits of rehiring a student?

First, they can offer quick access to high-demand skill sets in areas such as public health, technology and data analytics, thus supporting our response to this crisis and our recovery.

Second, they likely already have a valid security status.

Third, they may already be equipped to work.

Fourth, they are likely already onboarded and familiar with our processes.

Is the process for rehiring a student still the same?

Yes, but it has been streamlined: students who don't have access to registration information may attest to their intention to return to full-time studies in the next semester (see attached template).

What is the process for rehiring a student?

1. Provide your human resources advisor with the following information on the student:
 - Personal Record Identifier (PRI)
 - **one** of the following documents as proof of eligibility for the student recruitment program
 - an attestation by the student (see attached template)
 - a confirmation of full-time studies (schedule or transcript, for example)
 - proof of returning to full-time studies in the next semester (schedule or letter, for example)
 - date of birth for security status verification
 - previous letter of offer confirming the student has been part of one of the recognized student recruitment programs

Hiring New Students

Is it possible to hire a new student?

Yes. The Public Service Commission has more than 54,000 students from across Canada available for referral in its inventories, including more than 1,500 Indigenous students and nearly 2,400 students with disabilities.

Is the process for hiring a new student still the same?

Yes, but it has been streamlined: students who don't have access to registration information may attest to their intention to return to full-time studies in the next semester (see attached template).

What are the steps to hire a new student?

1. Complete and submit a [request for students](#) and select the employment equity group(s) of interest, if applicable. When you make this request, the Public Service Commission will forward the necessary security screening forms along with referrals. Your human resources advisor can help you with this step.
2. Review referrals received by email and match students to your job. Referrals are usually sent by the Public Service Commission within 48 hours.
3. Confirm that the student is [eligible for the student recruitment program](#) or other placement (such as co-op).
4. Provide your human resources advisor with the following information on the student:
 - curriculum vitae
 - Social Insurance Number (SIN)
 - completed security screening application and consent form
 - proof of eligibility to the student recruitment program **through one** of the following
 - an attestation by the student (see attached template)
 - a confirmation of full-time studies (such as a schedule or transcript)
 - proof of returning to full-time studies in the next semester (such as a schedule or letter)
 - proof of citizenship
5. Notify the Public Service Commission of the results of your hiring and the rationale for not selecting other students.

Is it possible to target students with specializations?

Yes. The Public Service Commission has targeted inventories of students with specializations in security and financial analysis.

When submitting a [request](#), select “Security specialist – Student Employment Opportunity - Summer/Fall 2020” or “Student Financial Analyst - Summer 2020,” as the case may be, from the drop-down “Which inventory would you like to search for students?”

Is it possible to target Indigenous students and students with a disability?

Yes. When submitting a [request](#), click “Aboriginal person” (for Indigenous students) and/or “person with a disability,” as the case may be, in the section on Employment Equity.

If you do hire a student who is referred through such a request, send their professional contact information to cfp.pfete-fswep.psc@canada.ca to ensure they receive support as well as notifications about relevant activities.

Is it possible to hire bilingual students?

Yes. Many bilingual students are available across the country. When submitting a [request](#), select “Bilingual – English and French” from the drop-down “What working ability should the student have in Canada’s official languages?”

Is it possible to hire students for work in the regions?

Yes. Many students are available to work across the country. When submitting a [request](#), select the province or territory from the drop-downs under “Where is the job located?”

Is it possible to hire students on a part-time basis?

Yes. Many students are looking for and interested in part-time work. When submitting a [request](#), select “Part-time” from the drop-down “Is the job full-time or part-time?”

Obtaining security statuses

How do I assess the appropriate security level?

Use the [TBS Position Analysis Tool](#). Take into account access the individual will have to sensitive information, assets or facilities.

Should the fact that students will be working remotely change how I assess the required security screening level?

It may. Use the [TBS Position Analysis Tool](#), taking into account the location of work and the fact that they may not be exposed to the same types of information.

If the student transitions from working remotely to working on site, should I reassess the required security screening level?

Yes. Use the [TBS Position Analysis Tool](#), taking into account the new location of work and the fact that they may now be exposed to different categories of information.

What security screening measures do I need to comply with when hiring students (e.g. fingerprinting)?

Ask your Chief Security Officer (CSO), who is the best point of contact for up-to-date information on security screening process. The Office of the Chief Information Officer provides direct guidance to CSOs on this requirement and others, which they then translate into individual protocols.



Student Confirmation of Full-Time Status in a Recognized Academic Institution / Attestation d'études à temps plein par l'étudiant(e) dans un établissement reconnu

This form is to be used when a student cannot provide proof of registration at the time of hiring due to the ongoing COVID-19 pandemic (for example, registration is delayed, he/she is unable to access registration documents). Once completed, this form should be included in the staffing file. / Ce formulaire doit être utilisé quand un(e) étudiant(e) n'est pas en mesure de fournir une preuve d'inscription lors de l'embauche en raison de la pandémie COVID-19 (c.-à-d. : inscription reportée, documents d'inscription inaccessibles, etc.). Une fois rempli, ce formulaire doit être placé dans le dossier de dotation.

Student's information / Renseignements sur l'étudiant(e)	
Surname / Nom Enter text / Insérer le texte ici.	Given name / Prénom Enter text / Insérer le texte ici.
Name of the academic institution / Établissement d'enseignement : Enter text / Insérer le texte ici.	
Program of study / Programme d'études : Enter text / Insérer le texte ici.	

Student's attestation	ATTESTATION DE L'ÉTUDIANT(E)
I, Full Name , confirm that I intend to return to full-time studies for the next academic year* year/semester , and that I will provide my manager/supervisor with proof from the academic institution as soon as it's available. *An academic year is made up of 3 semesters (fall, winter and summer): <ul style="list-style-type: none">➤ A full-time student during the 2019–20 academic year who returns to full-time studies in the fall 2020 term is eligible to work during the summer.	Je Nom complet , confirme que j'ai l'intention de retourner aux études à temps plein lors de la prochaine année scolaire* année/trimestre et que je fournirai la preuve de l'établissement d'enseignement dès qu'elle sera disponible. *Une année scolaire comprend trois trimestres (automne, hiver et été) : <ul style="list-style-type: none">➤ Un étudiant inscrit à temps plein pendant l'année scolaire 2019-2020 qui retourne aux études à temps plein à l'automne 2020 est admissible.

SIGNATURE	
Student's signature / Signature de l'étudiant(e)	Date Enter a date / Insérer la date.