

*ENGLISH SESSION* —————

# NAVIGATING CAREER TRANSITIONS strategies for success

*FEDERAL YOUTH NETWORK*

# ANNIE SHI (SHE/HER)



- I am a Human Resources Advisor at the Department of National Defence, specializing in staffing, training, and policy development. With over five years of HR experience across multiple federal departments, I provide strategic guidance on talent management and diversity initiatives. As Co-Chair of the Ontario Staffing Council and Executive Board of Future Leaders of Ontario, I help foster collaboration and professional growth within the public service. With a passion for career development, I'm excited to moderate this workshop and guide the conversation on navigating career transitions in the public service.



# Learning objectives

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- ◆ Learn how to effectively take care of your mental health and wellbeing during times of uncertainty and learn about support options available to you
- ◆ Identify key resources available within the FYN ecosystem
- ◆ Gain knowledge on the best ways to optimize your learning in the GC
- ◆ Master effective resume crafting techniques for both GC Jobs and informal hiring processes
- ◆ Navigate the do's and don'ts of using social media for job searches and networking

# JOSHUA FRAME (HE/HIM)



- Joshua started his public service career in Ottawa in the Canada Revenue Agency and has held roles in management, project management, budgeting and service renewal over the last 14 years.
- He became the National Chair of the Federal Youth Network (FYN) in November 2016 and has been shaping the FYN to be a driver of innovation, regional engagement and career development.
- In March 2020 in response to the COVID-19 pandemic, Joshua helped to launch the FYN Virtual Learning Series, and was recognized with the Canada School of Public Service's Award of Excellence in Innovation for this project.



# Navigating Career Transitions - Why now?

- ◆ Reduced departmental staffing
  - Reductions in term & casual contracts
  - Reductions in student hiring
  - Workforce adjustment announcements
- ◆ How does this impact your career development?
- ◆ How can you prioritize your learning and development to continue your career in the GC?

# Navigating Career Transitions - Why now?

- ◆ Situations you could face in 2025
  - End of term of casual contract
  - Organizational restructuring
  - Workforce adjustment
  - Limited career mobility
- ◆ The good news - there's a lot you can do to take control of the situation and set yourself up for success. We're here to help!

# NAVIGATING CHANGE



# JUSTINE REYNOLDS (SHE/HER)

- Justine Reynolds joined the Federal Youth Network (FYN) as a Senior Advisor on secondment from Infrastructure Canada where she has worked as the Departmental Liaison in the Deputy Minister's Office.
- Justine currently co-leads the Interdepartmental Mentoring Community of Practice (launched in 2022), as well as the "Take Me With You" Initiative Community of Practice (launched in 2024).
- Justine joined the public service 11 years ago, originally as a Co-op student through the University of Ottawa. She has worked in a number of federal government departments including the Department of Fisheries and Oceans and the Canadian Coast Guard, Correctional Services Canada, and Statistics Canada.





# HAYLEY ELLIS (SHE/HER)



- Hayley began her public service career as a student at the Canada Revenue Agency (CRA), where she transitioned into the role of Income Tax Auditor.
- Demonstrating a strong commitment to learning and development, she served as co-chair of her local Young Professionals Network for three years. In this capacity, she organized various learning events, notably leading the office's first virtual career fair in 2021.
- Currently, Hayley is a project manager for the Federal Youth Network (FYN), where she plans events for new and young public servants. In this role, she continues to foster professional growth and collaboration within the public service community.



# Roadblocks



- ★ Roadblocks may prevent you from going the way you had planned:
  - Your term might not be extended
  - Your position may be work force adjusted
  - There are less hiring opportunities
  
- ★ Be aware that there is not just one path to success.
  
- ★ Be adaptable to new circumstances, embracing the current reality.

# Acknowledge your feelings

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- ★ It's normal to feel a range of emotions, from anxiety to sadness. Allow yourself to feel these emotions without judgment.
- ★ Reach out to friends, family, or colleagues. Talking about your concerns can provide emotional support and help you feel less isolated.
- ★ If you're feeling overwhelmed, consider reaching out to the Employee Assistance Program (EAP). They can provide strategies to cope with stress and anxiety.

# Focus on what you can control

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- ★ While you may not be able to control the job situation, you can control how you respond. Focus on actions you can take, such as updating your resume or learning new skills.
- ★ Engage in activities that you enjoy and that help you relax, such as reading, walking, or listening to music.
- ★ Look into any financial assistance or resources that may be available to you. This can help alleviate some of the stress related to financial uncertainty.

# New Pathways

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- ★ Take some time to self-reflect on your strengths and weaknesses.
- ★ Be open minded and adventurous when exploring next steps.
- ★ Set small, manageable goals that can help you feel a sense of accomplishment and progress.
- ★ Turn to your network and consider new opportunities you didn't know existed.

ABOUT FYN



# About Us

## About Us



Federal Youth Network  
Réseau des jeunes fonctionnaires  
fédéraux

Est. 2002



We are a national network  
for young and new public  
servants across Canada.



We foster and promote  
engagement, innovation,  
and career development.

Virtual Learning Series

Career Boot Camp

We plan in-person and virtual  
programming.

# What We Do

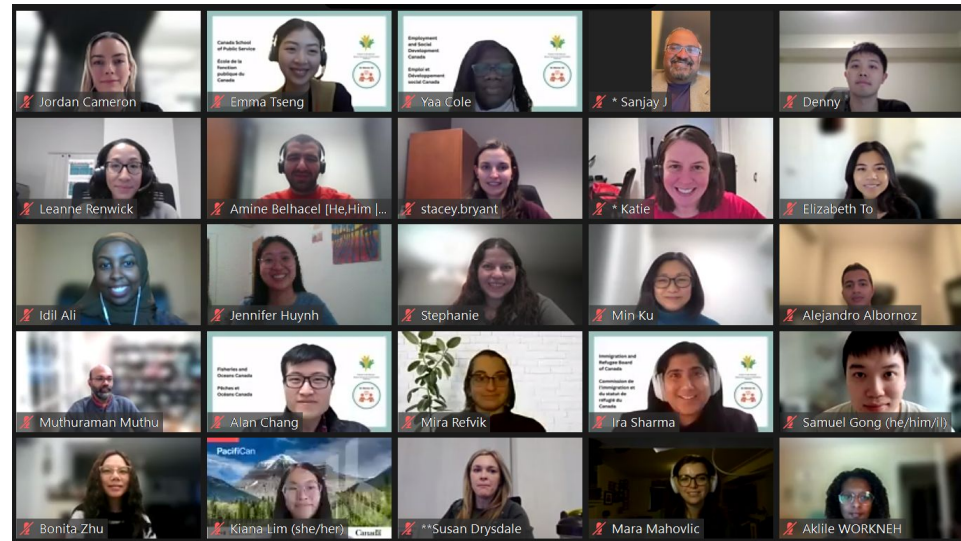
- ◆ Provide learning and networking opportunities through our programming
- ◆ Transparently collect and openly share resources for current and aspiring GC employees
- ◆ You don't need to be a current GC employee to access the FYN's learning offerings. They're open to everyone.





# Career Boot Camp

- ◆ Hosted annually since 2011, this conference offers workshops, networking, mentoring sessions and kiosks for new and young public servants navigating their public service careers. All videos since 2021 are on the FYN's YouTube Channel.



# In Person Learning Days

- ◆ Full-day events that allow participants to learn about career development with tangible examples and experience sharing on a variety of topics.
- ◆ 24 learning days hosted in 2024 for over 2,700 learners.





# Other Programming

- ◆ We offer a variety of synchronous and asynchronous learning throughout the year such as our Virtual Learning Series, podcasts, and YouTube videos.



# FYN ECOSYSTEM





**GCwiki**  
Connecting people  
and ideas

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## Federal Youth Network/Home ENG

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Federal Youth Network  
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English

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GC Students

### Events



The Federal Youth Network delivers virtual events to public servants all year long. Themes vary from career development to breaking down silos. Learn from leaders in the GC right here.

[Click on this banner](#)

### Career Resources



Through the years we have gathered countless resources that can help you navigate and develop your career no matter what level in the public service you are at.

[Click on this banner](#)

### Mentorship



What is mentorship? How do I become a mentor or mentee? How do I get started?

Find out what mentorship in the GC is all about here

[Click on this banner](#)

### About us



We are a national network for young and new public servants across Canada. We foster and promote engagement, innovation, and career development. Find out more about what we do here


[Click on this banner](#)

### What's New

Not the page you were expecting? You can find our previous [Home page here](#).

We are doing some spring cleaning and revamping our GCwiki pages. Explore some of our new features and have fun! If you are having technical difficulties, problems navigating our pages, or have suggestions please do not hesitate to email us at [fynrft1@gmail.com](mailto:fynrft1@gmail.com)





**FYNRJFF**

@FYNRJFF 1K subscribers 184 videos

Official Channel of the Federal Youth Network (FYN) / Chaîne officielle du ...

Subscribed

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Career Boot Camp 2023 - Camp de carrières 2023 ▶ Play all

- English Session #1

**Welcome to Career Boot Camp 2023**

Career Boot Camp 2023



31:20
- English Session #2

**Staffing Through Social Media**

Career Boot Camp 2023



31:56
- English Session #3

**When Do You Need a Selection Process**

Career Boot Camp 2023



1:02:28
- English Session #4

**Employee-Driven Career Development**

Career Boot Camp 2023



1:03:45
- English Session #5

**Creating the "Perfect" Post**

Career Boot Camp 2023



31:09
- English Session #6

**Networking for Introverts**

Career Boot Camp 2023



31:01



Podcast

# FYN Unscripted - RJFF sans filtre

FYN-RJFF

FOLLOWING

...

Latest episode

## S1E7 (FR): Obtenir de l'expérience

Finale de la saison 1! Modératrice: Valérie Plourde Panélistes: Dienabou Sow et Ioana Finichiu



Mar 6 · 53 min 20 sec

## About

FYN Unscripted - RJFF sans filtre

Careers

All Episodes ▼

Newest to Oldest ▼



LEARNING



# KHADEJA ELSIBAI (SHE/HER)



- Khadeja is a policy advisor for the Federal Youth Network at Indigenous Services Canada.
- Prior to joining FYN, Khadeja worked for 5.5 years at the Office of the Superintendent of Bankruptcy in ISD in various functions of regulatory compliance: regulatory audit, data analytics and regulatory and policy development.
- She is the chair of Future Leaders of Ontario, the Ontario Region's interdepartmental network for new and young public servants.



# Learning for GC employees

- ◆ Learning plan (annual but evergreen)
- ◆ Canada School of Public Service (courses and learning paths). Open to current GC employees.
- ◆ Informal learning
  - Mentorship
  - Coffee chats
  - Employee Networks

## Learning paths 🇨🇦

View recommended learning by [theme](#) or [community](#), plus the mandatory training inventory.

**A** New



[Values and ethics learning path](#) **New**



[Policy Analyst Learning Map](#) **New**



[Digital, Data, and Service Design](#) **New**



[Leadership Learning Path](#) **New**

# Learning when aspiring to join the GC

- ◆ FYN learning (explore the FYN ecosystem)
- ◆ Informal learning
  - Mentorship
  - Coffee chats
  - Getting involved in networks outside of the GC



# Employee Networks



Communauté  
nationale des  
gestionnaires

National  
Managers'  
Community

Future Leaders Network of MB



Réseau des Futurs Leaders du MB



# Other Opportunities

- ◆ You can gain experience and build your network by participating in online communities, attending networking events, getting involved in professional associations, or volunteering in your community.



# FINDING JOBS





# PRIYANKA ARUN-SHARMA

**(SHE/HER)**

- Priyanka Sharma (Elle/She/Her), is a Senior Human Resources Advisor for the Corporate HR Planning and Integration team at Immigration, Refugees and Citizenship Canada (IRCC) and is also the co-chair of [GC Students](#) under the [Federal Youth Network \(FYN\)](#).
- Priyanka joined the Federal Public Service as a student in 2019 and bridged into a full time position in 2020. She began her career at National Defence (DND) where she had the opportunity to develop and support the Student Onboarding Program. As of April 2024 Priyanka continues to support students across the GC with her role in GC Students as well as works towards supporting IRCC in HR Planning and Integration.





# Formal GC Hiring

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Getting a federal public service job includes several steps.

1. Apply to a job
2. Check your **GC Jobs** account to see if you have been screened in
3. Take a written test, or go to an interview if required
4. Provide references to the manager and go through security screening
5. Check your **GC Jobs** account/email to receive updates on the process

(source: [Applying for Government of Canada jobs: What to expect](#))

# Hiring Pools



## **Best case scenario**

You pass all stages of the selection process and get into a pool

## **What does this mean?**

You are deemed qualified and a hiring manager from that department can now use that pool to hire you for the position you qualified for.

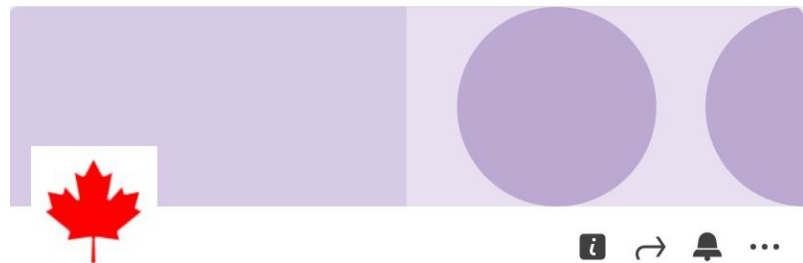
## **What it doesn't mean**

That are you guaranteed a job, or to hear anything further from this hiring pool.  
You may hear back within weeks, months, or you may never hear anything further.

# Non-traditional Hiring

★ **Unofficial GC Facebook groups** – 35+ groups focused on connecting job seekers and hiring managers

★ **Unofficial LinkedIn group** - “Government of Canada Job Opportunities (Informal)” which is focused on posting current job opportunities and connecting job seekers and hiring managers



Government of Canada Job Opportunities (Informal)

Public group

Active Group ?

# Tips for a successful post

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- ★ Post with your name – allows hiring managers to do some research before contact
- ★ Be clear – what you're looking for, info on pools you're in, SLE profile etc.
- ★ Be creative! Attract a hiring manager's attention
- ★ Be realistic about the job and level you're seeking

# Things to avoid

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- ★ Negative tone, speaks of a toxic workplace etc. – this airs your issues in a public forum and reflects on you as the job seeker – V&E issues
- ★ No clear ask as to job type or experience that would apply
- ★ Does not include key information such as SLE profile, location, potential hiring mechanism
- ★ Unrealistic expectations (newly graduated student wanting to be bridged to a mid-level role)

# RESUMES THAT STAND-OUT



# Using AI to create your resume

- ★ AI can be a great tool to refine your writing. For example:
  - Use prompts for AI to revise your writing so it is more formal
  - Use prompts to analyze job descriptions and identify keywords to include in your resume
- ★ Proofread
  - Make sure writing is consistent throughout your resume
  - Make sure experience is accurate and not generic
- ★ Note: If you're applying to a formal process, ensure that the use of AI is allowed.

# Types of resumes

## HAYLEY GAMSON-COMO

819-213-5022

Kinburn, ON

[hayley.como@hotmail.com](mailto:hayley.como@hotmail.com)

### SUMMARY OF QUALIFICATIONS

- Classification: AS-03
  - o (Experience acting at the AS-04 level)
- Security Clearance: Level 2 Secret
- Language: BBB
- Very comfortable in high-paced, demanding environments
- Large group management experience (250+ part time staff)
- Private and public sector experience in event management
- Highly developed leadership and organizational abilities

### EDUCATION

Bachelors of Social Sciences, Criminology and Women's Studies

- University of Ottawa, Graduated with Honours in June 2015

Corporate Learning, Effective Interpersonal & Organizational Communication

- Algonquin College, January 2021

Project Management 101

- PMC Training, January 2019

### EMPLOYMENT HISTORY

*Agriculture and Agri-Food Canada Ottawa, ON – Minister's Office - Finance and Human Resources Officer*


July 2020 - Present (Indeterminate)

- Provide administrative assistance, guidance and support to the


 <div><b>HAYLEY COMO</b> INDETERMINATE AS-03</div>	
<b>CONTACT</b>	<b>EDUCATION BACKGROUND</b>
<p>✉ <a href="mailto:hayley.como@hotmail.com">hayley.como@hotmail.com</a></p> <p>☎ 819-213-5022</p> <p>📍 Kinburn, Ontario</p>	<ul style="list-style-type: none"><li>• BSocSc Undergraduate Degree University of Ottawa   Sept 2011 - June 2015 Major in Criminology, Minor in Women's Studies</li><li>• Fundamentals of Leadership Certificate Algonquin College   Jan 2021 - Jan 2022</li><li>• Project Management 101 PMC Training   Jan 2019</li><li>• Social Media Program Algonquin College   July 2022 - Present</li></ul>
<b>SKILLS</b>	<b>RELEVANT EXPERIENCE</b>
<ul style="list-style-type: none"><li>• Experience acting at the AS-04 level</li><li>• Security Clearance: Level 2 Secret</li><li>• Language: BBB</li><li>• Very comfortable in high-paced, demanding environments</li><li>• Large group management experience</li></ul>	<p><b>MINISTER'S OFFICE ASSISTANT</b> Agriculture and Agri-Food Canada   July 2020 - Present</p> <ul style="list-style-type: none"><li>• Provide administrative assistance and support to the Departmental Liaison</li><li>• Manage all incoming correspondence for ministerial review and approval using a departmental tracking system (CCM Enterprise)</li><li>• Prepare, summarize and analyze performance reports</li></ul>



# Resume inspiration - Trello

**Aspen Huggins at a glance** Public 

### Meet Aspen



Aspen Huggins, creative leader

1

Profile: Flexible, engaging, and passionate, my specialty is working with colleagues at any level to do things we've never done before. I bring experience in facilitation & coaching, a proven track record of collaborative problem-solving, solid

### Key Skills (click for detail)

Courage, Curiosity, Creativity, Problem-Solving, Teamwork & Empathy

Innovation & Business process design

Analysis & Briefing

Written Communication

Leading people

### Employment History

Free Agent: Project Manager, Enterprise Solutions


Free Agent: Strategic Advisor, Digital Oversight


Free Agent: Gender Based Analysis +


Free Agent: Policy, Public Affairs & Outreach

2015 to 2018: Senior Program Manager

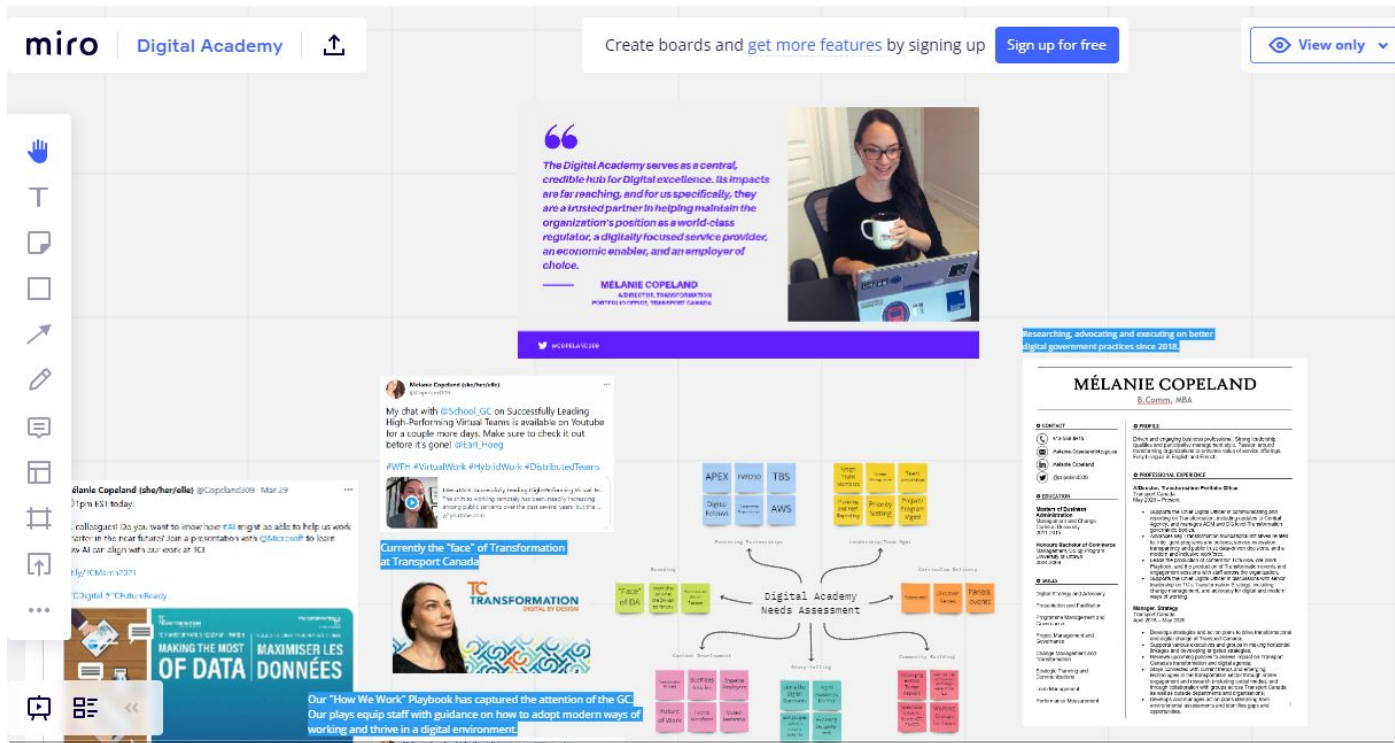
### Selected Education & Training

  
2020: Human-Centered Service Design

  
2019: Intro to Gender-Based Analysis Plus

 National Managers' Community / Communauté nationale des gestionnaires  
2018: Equipping Managers for a Culture of Change

# Resume inspiration - Miro



# Conclusion

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- ★ When facing career uncertainty take stock of what's in your control and outside
- ★ Be deliberate in planning out your learning and development.
- ★ Understand the learning platforms that are accessible inside the GC (CSPS) and those accessible outside the GC (FYN, Apolitical).
- ★ Invest time in networking on LinkedIn and Facebook by joining unofficial GC Facebook and LinkedIn groups to option up career options.
- ★ Know that you're not alone - many employees are facing career uncertainty and there are many resources available to help.

# AMA PANEL DISCUSSION





THANK  
YOU

