Student Guide

Employment Opportunity for Students with Disabilities (EOSD)

Accessibility

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# Student Guide for EOSD

## Context

A positive and inclusive onboarding experience is essential in ensuring that you feel willing and able to bring your best performance to your new workplace in the public service.

The Government of Canada workplace is richer for the diversity of our public servants, and we want to create an environment where you can thrive.

Addressing your accommodation needs is your manager’s priority.

## Pre-Arrival

This is an opportunity for you to prepare for your arrival and to make a great first impression on your manager.

Before arriving on your first day:

1. Ask your manager about dress codes and other workplace expectations.
2. Let your manager know of any workplace accommodation you may need.
3. Make sure you know:
   * Where your office is
   * Key contact information
   * What time you’re expected to arrive

Remember to ask for accommodations as early as possible.

The Government of Canada is dedicated to cultivating a positive, inclusive, and diverse workforce. Accommodation can include work schedule adjustments, or specialized hardware or software. If you know that certain accommodations can help you, just ask!

## [First](http://intracom/tools-outils/accessible-docs-eng.htm#details-panel1) Day/Week

Your first day and week might feel like a significant period of adjustment. You might feel nervous and apprehensive — all normal reactions to adapting to a new environment. Below are a few tips and advice to help ease you into the transition at this time.

###### Ask and you shall receive:

Don’t hesitate to ask your manager, teammates, and new office colleagues any questions you might have about the workplace, working in the federal public service, or anything else that’s on your mind. Starting a new job can be a challenge. Remember that every person in your office was once in your position, and they’ll be happy to help!

###### Ensure your accommodations are in place:

Your manager will take you on an office tour, introduce you to your new colleagues, and show you your workstation. Take this opportunity to confirm that your workstation is properly set up with your accommodation requests. If your requests have not been met, don’t be shy to speak to your manager about it.

###### Review important documents and information:

With your manager, review your letter of offer, the values and ethics codes (organizational and public sector), any required training, and the Terms and Conditions of Employment for Students. Your manager should also talk to you about working hours, breaks, how to report leave, and language of work.

###### Become familiar with logins and online portals:

Your manager will help you sign up for any required systems, including the pay system. Take this time to ask your manager or teammates to clarify anything you don’t fully understand: there’s a lot to take in, and they’ll be happy to help.

###### Get connected:

Bookmark the [Employment Opportunity for Students with Disabilities](https://wiki.gccollab.ca/Employment_Opportunity_for_Students_with_Disabilities%27_Resource_Page) page to learn about planned activities, the mentorship program, and resources available. These are all designed to help you build your network, learn more about the public service, and get the supports and services you need to make your work term the best it can be!

## First Month

After the first month, you’ll likely feel more settled in your new job and workplace. You might still be adjusting to a new routine and work environment, getting to know people and the culture of the organization.

Some things to consider at this time:

###### Accommodations

Follow up and provide your manager with feedback on how your workplace accommodations are suiting you. Ask for any adjustments you might need.

###### Feedback

Ask your manager for preliminary feedback on your performance so far. Be open to receiving constructive advice and take time to clear up any misunderstandings or confusion.

###### Compensation

Follow up with your manager (or peer partner) on any questions you may still have about HR or compensation. You will be referred to the appropriate HR advisor, if needed.

###### Mentorship

If you’re interested, ask your manager (or peer partner) to support you in finding a mentor to help you with your career and professional development. Share your professional goals, aspirations, and areas you’d like to improve.

You can also look for a mentor using the following resources:

* [EOSD Mentorship Program](https://wiki.gccollab.ca/Employment_Opportunity_for_Students_with_Disabilities_Mentoring_Program)
* [Federal Youth Network Mentorship Resources](https://wiki.gccollab.ca/Mentorship_Resources)
* [Government of Canada Mentorship Facebook Group](https://www.facebook.com/groups/444693620229705)
* [Mentoring Living Library](https://wiki.gccollab.ca/Mentorship_Resources/Mentoring_Living_Library)
* [EE Informal Networking and Mentorship](https://wiki.gccollab.ca/EE_Informal_Networking_and_Mentorship_-_R%C3%A9seau_informel_et_mentorat_de_l%27EE)

###### Reflect

Meet with your manager (or peer partner) to discuss your onboarding process and your experiences to date. Let them know of any comments or concerns you might have.

## Important Resources and Networks

* [Accessibility, Accommodation and Adaptive Computer Technology (AAACT)](https://www.canada.ca/en/shared-services/corporate/aaact-program/how-aaact-help-you.html)
* [Career Marketplace](https://gccollab.ca/missions/main)
* [Employee Assistance Program](https://www.canada.ca/en/health-canada/services/environmental-workplace-health/occupational-health-safety/employee-assistance-services/employee-assistance-program.html)
* [Federal Youth Network](https://wiki.gccollab.ca/Federal_Youth_Network/Home)
* [GC Students](https://wiki.gccollab.ca/GCStudents_-_%C3%89tudiantsGC/English)
* [Government of Canada Acronyms and Initialisms](https://www.gcpedia.gc.ca/wiki/Acronyms_and_initialisms#top)
* [Government of Canada Workplace Accessibility Passport](https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service/accessibility-public-service/government-canada-workplace-accessibility-passport.html)
* [Office of Public Service Accessibility](https://www.gcpedia.gc.ca/gcwiki/index.php?title=Office_of_Public_Service_Accessibility/_Bureau_de_l%E2%80%99accessibilit%C3%A9_au_sein_de_la_fonction_publique&redirect=no)

To keep in touch and help improve this program, don’t hesitate to reach out to the [Employment Opportunity for Students with Disabilities team](mailto:cfp.psh-prog-pwd.psc@cfp-psc.gc.ca) with any questions, comments, or concerns!