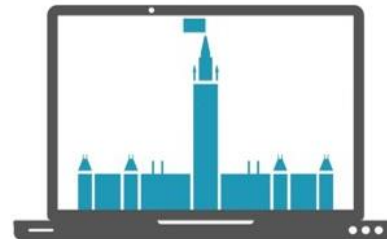**Presented by GC Students and the Federal Youth Network (FYN)**
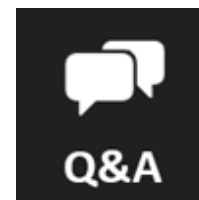
Welcome to the Government of Canada (GoC)!
Orientation Presentation for Students

Instructions For The Event

It may be best to disconnect from your department/agency's network to avoid poor sound quality and incoming video.

- The camera and microphones have been disabled
- This session will be recorded
  - The recording will be available on the Federal Youth Network (FYN) YouTube channel.
- If you have any questions, please use the Q&A function

Notice:

Target audience

- Students working in the Government of Canada (GoC)
  - Federal Student Work Experience Program (FSWEP), COOP and Research Affiliate Program (RAP).
- If you are a student under a casual, term or indeterminate contract:
  - Validate the information with your [collective bargaining agreement](#) or by researching based on your contract type.
- If you are looking for information on finding a student job at GoC follow **@gc_jobs** on social media so you don't miss the next information session or visit the [student jobs page](#).

Session Plan

Step 1: Onboarding and Networking

Step 2: Your Working Conditions

Step 3: Create your Accounts

Step 4: Setting up a Work Plan

Complete Your Onboarding

STEP 1: Onboarding and Networking

Some GoC Statistics

There are over **200** [agencies and departments](#) in the GoC.

As of March 2022, there are over **335,957** [employees and workers](#) in the GoC

In the summer of 2022, there were over **7,000 workers on student contracts.**

Each summer, students are asked to complete the [Student Exit Survey](#). In 2022, **6,324 students completed the survey** across 74 participating departments and agencies.

1. Learn about the Government of Canada and your department/agency

1. Visit the [Government of Canada pages](#).

2. Go on your intranet to learn more about your department/agency.

    - You can also read the [Mandate Letters](#) from your Deputy Ministers.

3. Consult the [GCdirectory](#) to learn the organizational chart of your department.

4. Ask your manager or supervisor to send you the official organizational chart of your team.

2. Building Your Network

Why should you network during your contract?

1. **Diverse student work experience**: After your first student job with the Government of Canada, you can network with managers to find a new student job.

   - Join our Facebook group to network with managers or consult our wiki page for tips and tricks!

2. **Student Bridging**: Following your studies, you can be hired through the student bridging process (external non-advertised process).

Consult our networking page to learn more!

Federal Youth Network (FYN)

GC Students is under the Federal Youth Network (FYN). FYN is a national network for young and new public servants in Canada. They plan virtual and in person learning and networking events during the year.

Make sure to register for their events!
- Virtual Learning Series (all year)
- Career Boot Camp (January)

Consult their YouTube channel to watch all the recordings!

Learn more about the networks in your province!

GC Students

We are THE reference for students! Our role is to organize events and provide you with events, resources, information and answers.

- **Events:** We organize [virtual events and networking events](#) at the beginning and end of each semester.

- **Resources:** Check out our [Wiki Page](#)!

- **Information:** Follow us on [social networks](#) to see all the information and tools!

- **Answers:** We are here to answer all your questions! Head over to the [Slack group](#) and ask us anything!

Be sure to [sign up for the monthly GC Students newsletter](#) so you don't miss anything!

GCStudents
ÉtudiantsGC

Complete Your Onboarding

STEP 2: Your Working Conditions

All of the information in this section is also available on the Pay and Benefits page.

1. Pay Information

Student rates of pay are defined by the Treasury Board Secretariat (TBS).

Isolated Post Allowance (IPA)	Students assigned to work in an isolated post, are eligible for the relevant environment allowance, the living cost differential, and the fuel and utilities differential, based on the classification of the post.
	For more information on IPA, you may refer to the Isolated Post Government Housing Directive
Overtime	A student shall be compensated for overtime according to the relevant collective agreement. However, a student cannot be compensated for overtime in the form of compensatory leave (leave with pay).
	You must submit your overtime requests electronically via the Compensation Web applications (CWA-EDP) to your supervisor/manager for approval.
Acting Pay	Students are not entitled to acting pay.
Bilingual Bonus	Students are not entitled to the bilingualism bonus.

2. Leave Information

Tip: Have a conversation with your manager about your breaks and appointments during your working hours.

Annual Leave	In lieu of annual leave vacation, students are entitled to vacation pay, equal to four per cent (4%) of their total regular and overtime earnings.
Designated (Statutory) Holidays	A student on **full-time assignment** is entitled to pay for a designated holiday, provided he or she is not on leave without pay on the working day preceding and the working day following that holiday. A student on **part-time assignment** shall not be paid for the designated holidays but shall instead be paid based on the principles found in the relevant collective agreement.
Bereavement Leave	Every student shall be granted bereavement leave for a period of up to three (3) consecutive calendar days.
Sick Leave	Students are not entitled to paid sick leave and do not accrue sick leave credits.
Other Leave	The delegated manager may grant leave without pay.

3. Benefits

Eligible after 6 months of employment with a *continuous service	Not Eligible
• Public Service Dental Care Plan (PSDCP) – (mandatory) if appointed for greater than 6 months (Part-time must work more than 12.5 hours/week) • Public Service Health Care Plan (PSHCP) – (optional) after 6 months of employment • Superannuation (pension) – after 6 months of service and work more than 12 hours/week	• Disability Insurance (DI) • Long Term Disability Insurance (LTD) • Public Service Management Insurance Plan (PSMIP)

* **Continous service:** A break in continuous service occurs when employment ceases for at least one compensation day between two periods of employment.

Health Insurance

Student contract workers have access to health insurance after 6 months of employment with continuous service.

- Public Service Dental Care Plan (PSDCP) – (mandatory)
  - Consult the Pay and Benefits - wiki (gccollab.ca) to find out if you are enrolled.

- Public Service Health Care Plan (PSHCP) – (optional)
  - Consult the Pay and Benefits - wiki (gccollab.ca) to know how to submit a request.

Tell us...

Did you know that student workers can be eligible to GoC benefits?

4. Healthy Workplace

As a worker of the Government of Canada, you have resources at your disposal to support and assist you in all areas of your life.

- **Employee Assistance Program (EAP)** is available to you and your immediate family members 24 hours a day, 7 days a week whether you are in distress, or need some mental health support.

- In your department you will find the following help resources

    - **Office of Informal Conflict Management (OICM)**

    - **Workplace Mental Health (WMH)**

    - **Values and Ethics Office**

If you are in distress, please contact your Employee Assistance Program (EAP) or Crisis Services Canada.

If it is an emergency, call 9-1-1 or go to your local emergency department.

Complete Your Onboarding

STEP 3: Create Your Accounts

1. Creating a myKEY file

What it is for: This is a file that verifies your identity (digital fingerprint).

- In order to access the [Compensation Web Applications](#), you must first [create a myKEY file](#).

- You must know your employee number (PRI), it is at the top of your contract letter.

- Once you have created your myKEY, the file will be saved in your folders (F:\maCLÉ-myKEY).

- **Link to create your myKEY:** [Welcome to AEJL - Online Registration and Administration of Credentials (securise-secure.gc.ca)](#)

2. Compensation Web Applications

What it is for: Allows you to access your compensation information, view your pay stubs, etc.

Link to your account: [Compensation Web Applications - GCintranet PSPC (tpsgc-pwgsc.gc.ca)](tpsgc-pwgsc.gc.ca)

How to access it? To access myPay, you must have created a [myKEY.](myKEY)

Please note that:
- Your date of birth and employee number (PRI) may not match (error message)
- In the event of an unsuccessful access attempt for a new employee:
    - Your information has not yet been added to the payroll system.
    - You should have access to the tool after you receive your first or second paycheck.

3. Phoenix - Section 34 Manager

It is important to establish your Section 34 delegated manager selection using the Self-Service feature in Phoenix.

Link: Search your department/agency intranet for the resource or ask your supervisor.
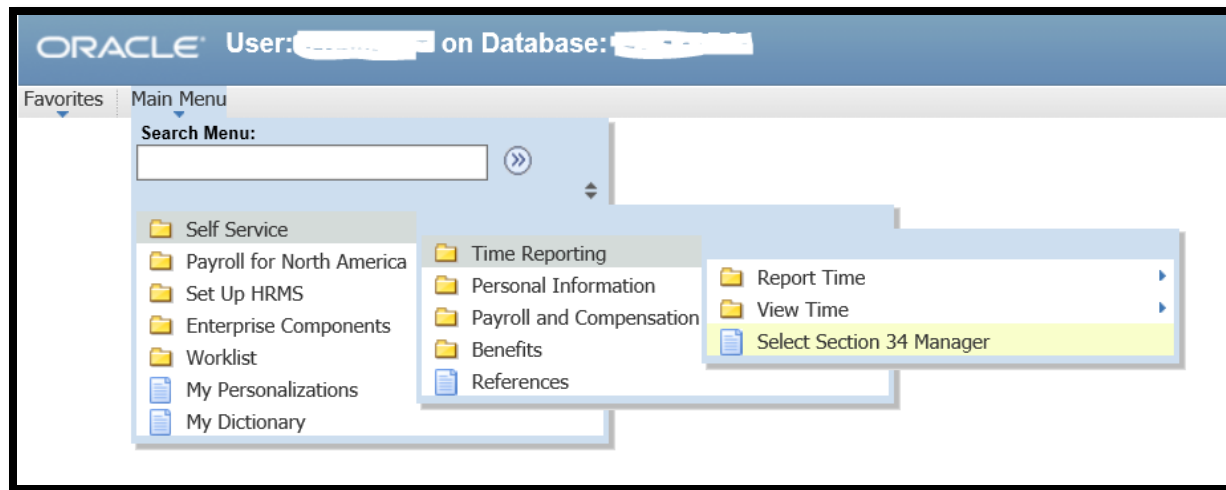
4. Employment Equity Self-Identification Form

To get a more complete picture of our workforce, we use **self-identification forms** to gather data that cuts across different identities so that we can better support opportunities for all employees and create an even more representative and inclusive workplace.

While self-identification is **voluntary**, providing an answer of either YES or NO to these questions helps the department improve the quality of our demographic data and in turn identify specific systemic barriers and issues faced by our employees.

Better demographic data leads to **better decision making**, and consequently **better outcomes for all employees**.

Link: Search your department/agency intranet for the resource or ask your supervisor.

5. Signature Block

Add a signature at the end of your emails and add your working hours ([Standard on Email Management](#)). Look at the signature block of your colleagues! For those working in Quebec, French must precede English.

Your first and last name
(your personal pronouns) OPTIONAL

Votre titre, Votre direction générale/région
Emploi et Développement social Canada / Gouvernement du Canada
Votre adresse courriel / Votre numéro de téléphone

Your title, Your branch/region
Employment and Social Development Canada / Government of Canada
Your email address / Your phone number

Your working hours

6. Account for Training

What it's for:

- All new employees and workers must complete mandatory trainings to become familiar with the department/agency.
- A variety of free trainings are available on a variety of topics.

Link: Search your department/agency intranet for the resource or ask your supervisor.

Complete Your Onboarding

STEP 4: Setting Up a Work Plan

Setting Up a Work Plan

All students will complete a [work plan](#) with their manager or peer mentor. This is **YOUR** work term. Please don't be shy to openly discuss the following with your manager:

- What interests you?
- What are your career goals?
- Take the time to discuss mental health at work
- Find communication strategies
  - e.g.: email at the beginning of the week to summarize tasks, MS Teams messages for quick questions, etc.
- This is also a good time to discuss the accommodation you would like to have
  - e.g. text correction software

[Download the work plan template](#)

New Student Resources

- Orientation Presentation by GC Students

- FYN – Welcome to the GoC

- Orientation to the Public Service (G340)

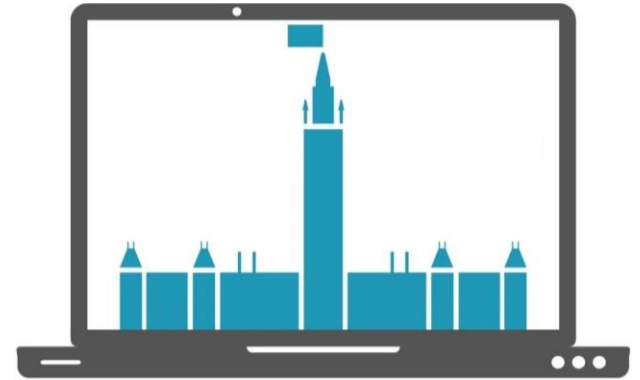- Conditions of Employment for Student Workers

- Compensation for Student Workers

Break

Up Next:

Start Your Term with GC Students

Start Your Term With GC Students

Presented by GC Students and the Federal Youth Network

Please note that:

All the content of this presentation can be accessed and is kept up to date on the GC Students page.

Visit the page:
https://wiki.gccollab.ca/GCStudents_-_ÉtudiantsGC/Resources

Start Your Term With GC Students

Take Advantage of Your Student Job

Benefits of student employment at GoC

1. **Serving Canadians in an uncertain, high-stakes world at home and abroad**
   - Post-COVID Recovery
   - Digitization of services
   - Diversity and Inclusion
   - Reconciliation

2. **A career to match your passion**
   - Social Justice Issues
   - International Development
   - Healthy Living
   - Marine Science

No matter what your passion or interest, the public service has an opportunity for you.

Benefits of student employment at GoC |...|

3. **Diverse work experience**
   - After your first student job with the Government of Canada, it is easier for a manager to **rehire you.**

4. **Benefits**
   - After 6 months of student employment working more than 12.5 hours per week and without a service break, you have access to **insurance** and **pension fund**.

5. **Student Bridging**
   - Following your studies, you can be hired through the **student bridging process** (external non-advertised pro

6. **Service buyback**
   - Your years of work as a student worker can be counted as part of your working years for early retirement if you buy them back.

Tell us...

What was the most important element for you in accepting student employment at GoC?

- Gaining work experience in my field of study
- Establish contacts for future jobs
- Salary
- Benefits
- Academic requirements
- Possibility of telecommuting
- Other

How do I stand out?

1. **Be professional:** Follow work schedules, dress appropriately and have a professional attitude.

2. **Be motivated and enthusiastic:** Be curious and ask relevant questions. Get involved in your tasks.

3. **Be proactive and show initiative:** Look for opportunities to contribute more, offer constructive ideas and suggestions. Be willing to take on additional responsibilities.

4. **Communicate effectively:** Be clear and concise in your written and verbal communications. Listen actively in meetings and discussions.

5. **Take care of your work:** Be thorough, accurate in all assigned tasks, meet deadlines and check your work for errors.

6. **Develop your skills and knowledge**

7. **Build professional relationships**

Start Your Term With GC Students

Build Your Network

I am looking for a student job in my field of study. Where should I start my research?

Reminder:

1.After your first student contract at GoC, you can network to find another job in your field of study.

2.After your studies, you are eligible for the Student Bridging process (external non-advertised process = networking).

Answer: Network!

How can I start my career at the GoC after my student job?

- All workers who have previously had a student contract within the GoC are eligible for Student Bridging (external non-advertised process)
  - Network to find opportunities
  - Register to the inventories of students and/or graduates of departments and agencies (see our wiki page).
  - Graduating Indigenous Student Employment Opportunity (ISEO) participants can register for the Indigenous Career Pathways
  - Graduating Employment Opportunity for Students with Disabilities (EOSD) participants can also register for the Virtual Door to Talent with Disability

Check out our wiki page for more details!

Mentoring and Networking Resources

Mentoring

Mentoring is the practice of advising or guiding someone on their professional journey.

- [Mentoring Resources - wiki (gccollab.ca)](#)

Networks and networking

- [Federal Youth Network (FYN)](#)
- [Youth networks](#) (by province and territory)
- [GC Students](#)

Diversity Networks

- [GC-Diversity-Networks - wiki (gccollab.ca)](#)
- And even more!

Learning Resources

Career Development - FYN

The [Federal Youth Network (FYN)](#) is your one-stop shop for learning.

- **Career Resources:** Check out their page of resources on a variety of topics to help you plan and advance your career.

- **Virtual Learning Series:** Sign up for their weekly session.

- **Career Boot Camp:** Don't miss the Career Boot Camp at the end of January each year.

- **In Person Learning Days:** across the Canada!

- **Session Recordings:** Catch up on the sessions you missed by viewing the events on their [YouTube channel](#)

Canada School of Public Service (CSPS)
Visit the [Canada School of Public Service's learning platform](#) to register for training to learn more about government.

Tell us...

Would you like to start your career in the Government of Canada after your studies?

Prepare to network

1. Research your occupational group.

2. Sign up for **Facebook groups** (GC Students page) and connect with people in the group

3. Look on the Career Maketplace on GCconnex.

4. Visit GCdirectory and do research for your field of interest

   – Use keywords, search the departments and branches that interest you.

5. **GCconnex** and **GCxchange** are great ways to network during your GoC student contract.

6. **LinkedIn** and **Twitter** are excellent professional tools for establishing links and building your network.

Start Your Term With GC Students

Announcements

Upcoming Event

END OF THE SUMMER TERM EVENT

AUGUST 16, 2023

PLAN YOUR
CAREER

SCAN THE QR CODE TO REGISTER!

GC Students Facebook Group

Join the Facebook group for student jobs and jobs after your studies!
Scan the QR code

GC Students Monthly Newsletter

Sign up for the GC Students monthly newsletter!
Scan the QR code

Follow us on social networks!

Indigenous Student Employment Opportunity (ISEO)

Employment Opportunity for Students with Disabilities (EOSD)

Summer Term Event

GC Students & Federal Youth Network

May 31, 2023

What are ISEO and EOSD?

Two national support programs for **students** who self-declare as:

Indigenous

and/or

a person with a disability

and are currently **completing a work term** with the Government of Canada.

Indigenous Student Employment Opportunity (ISEO)

&

Employment Opportunity for Students with Disabilities (EOSD)

What do the programs offer?

- Events and Leadership and Development Workshops

- Culturally tailored onboarding process

- Networking opportunities

- Mentorship Program

- After Graduation Employment Support

  - Indigenous Career Pathway

  - Virtual Door to Talent with Disabilities – Inventory of Graduates

- National Indigenous Student Circle (NISC) [ISEO only]

How do I register for ISEO and/or EOSD?

The <u>Registration Form</u> must be completed by either the student, the hiring manager, or an HR specialist.

Students hired through the Indigenous Student Employment Opportunity (ISEO) and/or Employment Opportunity for Students with Disabilities (EOSD)

Ensure your students hired through the Indigenous Student Employment Opportunity (ISEO) and/or Employment Opportunity for Students with Disabilities (EOSD) are included in a variety of activities. Let us know so we invite them! Complete this short form now!

FSWEP students' inventory (required)

Enter student inventory

Hiring organization (required)

Enter Hiring organization

Student full Name (required)

Enter student full name

Work email address (required)

Enter work email address

If work not available yet, please include personal email address:

Enter personal email address

Where can I find more information?

Indigenous Student Employment Opportunity (ISEO)

- cfp.cea-icoe.psc@cfp-psc.gc.ca
- Indigenous Student Employment Opportunity – Gcpedia

Employment Opportunity for Students with Disabilities (EOSD)

- cfp.psh-prog-pwd.psc@cfp-psc.gc.ca
- Employment Opportunity for Students with Disabilities' Resource Page - wiki (gccollab.ca)

Ekosani / Hei Hei / Kukwstsétsemc / Mahseecho / Marci Cho / Meegwetch / Merci / Miigwech / Mutna / Niá:wen / ᖁᐊᓇᖅᑯᑏᑦ / Quanaqqutit / ᓇᑯᕐᒦᒃ (Nakurmik) / Qujanaq / Qujannamiik / Thank you / Wela'lin / Woliwon / Woliwun / Wopida

Break

Up Next:

Ask Us Anything

Ask Us Anything

If you have any questions, please use the Q&A function

Introduction of the panellists

Amber Little

Manager/supervisor

Ashwini Hemmady

Human Resources Advisor

Karl Alary

Student