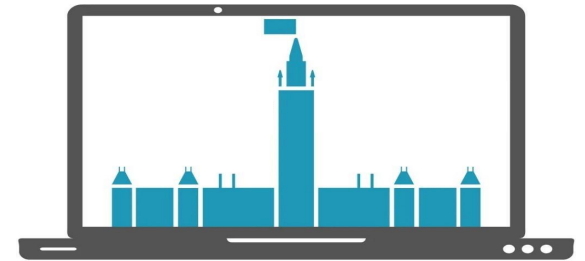


# Plan Your Career

Presented by GC Students  
and the Federal Youth Network (FYN)



# SARAH ROBICHEAU

**(SHE/HER)**

- Sarah Robicheau has been working with Health Canada since 2018. She has held various positions within Human Resources; however, she is currently a Staffing Advisor since 2022.
- Sarah is originally from the Halifax Regional Municipality and has been a Regional Co-Chair of the Nova Scotia Federal Youth Network (NS-FYN) since September 2024.
- She is naturally outgoing and adventurous. Sarah enjoys activities such as running, Pilates and international travel. Some of her favourite destinations she's visited are Australia, Switzerland, and France.



# Instructions

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

- All attendee microphones and cameras are deactivated. The chat is disabled for attendees, but we will use it to send resources.
- Please use the Q&A button to ask your questions. Vote for questions you'd like us to answer by pressing the Thumbs Up button.
- This session will be given in English only. The French session is given simultaneously. To join the French session instead, go to the FYN GCwiki page to register for the French session, and follow the emailed instructions from Zoom to join the French equivalent.



# Please note that:

- This event is being recorded and will be available on the FYN YouTube channel following the event.
- 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

Visit the FYN-RJFF YouTube:

[FYNRJFF - YouTube](#)



# Summary of previous activity: Start Your Term with GC Students

## **Diverse work experience**

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

## **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.

## **Student Bridging**

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

## **Service buyback**

- Your years of work as a student worker can be counted as part of your working years



# Learning Objectives

Current Environment

Job Groups and Levels

Types of Employment and  
Processes

Pools and Inventories

Find a Job on GC Jobs and  
informally

Announcements

# Tell us...

**On a scale of 1 – 5, what is your level of understanding about the topics on planning your career with the Government of Canada (GC)?**

(5 being the highest level of understanding)

Plan Your Career

# Current Environment

# MAXINE CLAIRE PILON

**(SHE/HER)**



- Maxine is a Policy Analyst in Democratic Institutions at the Privy Council Office (PCO). Prior to joining PCO, Maxine worked at Canadian Heritage (PCH) in Human Rights Policy and had the opportunity to complete work terms at PCH, Statistics Canada and Public Services and Procurement Canada as a Co-op student.
- As Co-Chair of the PCO Professional Development Network, Maxine's goal is to create opportunities for continuous learning and growth, foster connection, and build community. She understands the importance of learning opportunities like these, and is committed to supporting students, new professionals, and all employees interested in professional development at PCO – and beyond – in developing meaningful careers and reaching their full potential.
- Maxine holds a Master of Arts in Public and International Affairs and an Honours Bachelor of Social Sciences in Conflict Studies and Human Rights from the University of Ottawa. As part of her graduate studies, she completed an internship at the Embassy of Canada to Denmark in Copenhagen in the Foreign Policy and Diplomacy Service.
- Outside of work, Maxine enjoys the arts, yoga, and running. She is learning Spanish, and has recently picked up kitting and baking.

# Canada's Current Government Focus | Who's Hiring

- **Economy:** Growing jobs, trade, and productivity.
- **Housing:** Building more homes and making them affordable
- **Climate:** cutting emissions and investing in clean energy
- **Security:** Strengthening defence and protecting borders.
- **Immigration:** Managing temporary workers and student numbers.

## **Key Messaging:**

### **Budget Snapshot:**

- Spending less overall, but investing in housing, clean energy, and infrastructure.
- *Goal:* Save money and improve efficiency

### **Clerk's Message:**

- Be ethical, inclusive, and adaptable
- Focus on simplifying processes and working together.

### **Speech from the Throne:**

- *Big themes:* Housing, security, Indigenous partnerships, and unity.

## *Who's Hiring:*

Department of National Defence; Canada Border Services Agency; Housing, Infrastructure and Communities Canada etc.

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# Job Groups and Levels

# Know Your Occupational Group

- Consult the resources to learn more about professional groups (PA/AS/EC/CS/...):
  - [Occupational groups for the public service - Canada.ca](#)
- Look at the job advertisements on [GC Jobs](#) and add filters to your search or search for job titles (ex: finance).
  - Tip: Look at the titles and salaries to give you an idea if this is an entry-level position.

## **Workers and employees of the GC:**

- Ask your colleagues about their professional group.
- Contact people working in the field you are interested in by searching [GCdirectory](#).
- Consult [Career Marketplace - GC connex](#)

# Know Your Level

Once you know your (groups), you need to know the levels you qualify for.

- Look at the job advertisements on [GC Jobs](#)
  - Look at the job ads and check the essential qualifications.
  - If you meet the essential qualifications of the position, it means the level can be right for you.
    - Note: This does not automatically mean that you can apply!

## **Workers and employees of the GC**

- Ask your colleagues!
- Log in to [GC Jobs](#) with your GC email address or while connected to your department/agency network.
  - Add a filter to select your classification and start searching for the lowest levels.
  - Look at the tabs for internal and external jobs

# Tell us...

**Do you know the occupational group in which you want to start your career?**

If so, write down your occupational group!

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# Employment Types and Processes

# Employment Types

## Illustrated Summary of Employment Types



**NOTE:** This is a simplified representation developed for students. Advice from a GC Staffing Advisor is always preferred.

# Employment Types

## Government of Canada workers (external)

- [Student employment](#)
- Part-time worker
- [Casual employment](#)

## To become a public servant

- [Determinate Contract \(end date\)](#)
- [Indeterminate Contract \(no end date\)](#)

## For public servants (internal)

- [Deployment](#) (at level)
- [Acting](#)
- [Secondments and assignments](#)
- [Determinate Contract \(end date\)](#)
- [Indeterminate Contract \(no end date\)](#)
- Promotion (ex: AS-01 to AS-02)

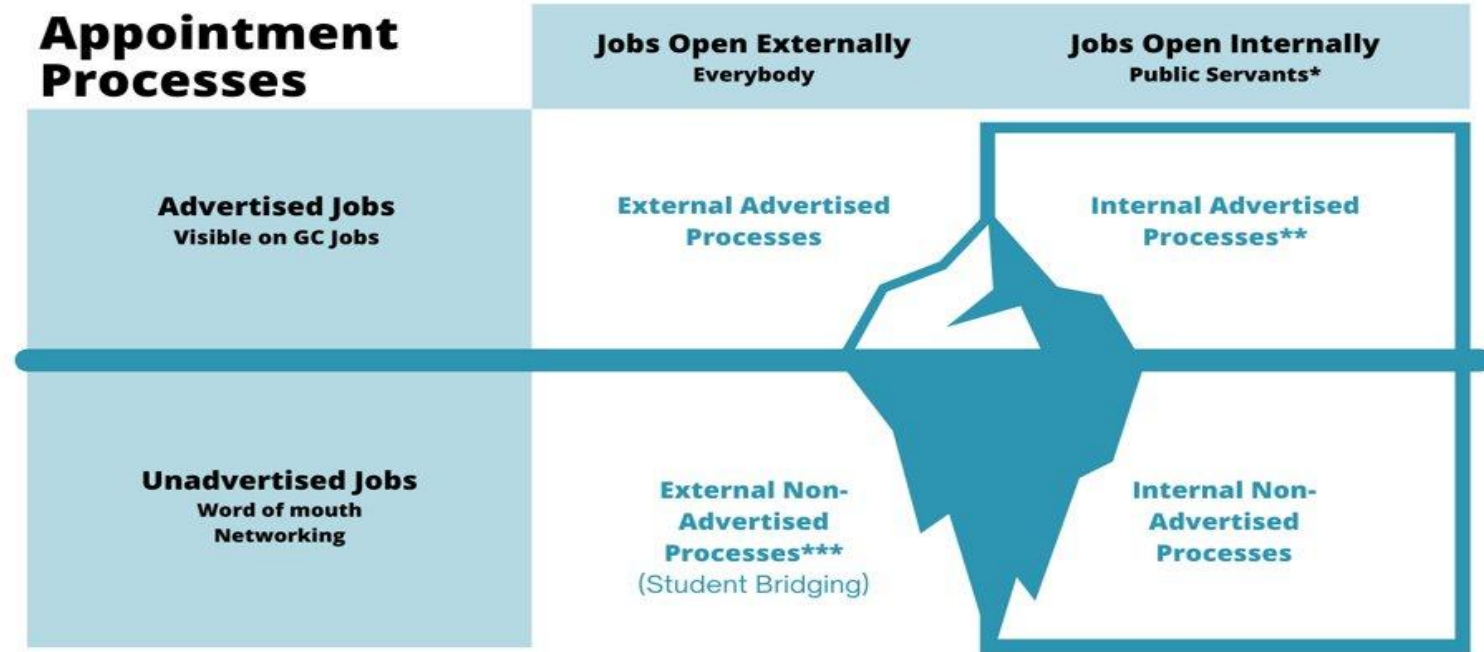
# Tell us...

**If you have a student contract, are you eligible for an acting?**

A.Yes

B.No

# Appointment Processes



\*Students are considered external employees and are not public servants.

\*\* Students may be eligible in some cases.

\*\*\* Public servants go through an internal non-advertised process (equivalent).

@gcs\_egc

# Appointment Processes – Description

Note: Students are not considered to be members of the public service.

- **Advertised:** Job postings on [GC Jobs](#).
  - **External:** everyone.
  - **Internal:** persons belonging to the public service (students sometimes included).
- **Non-advertised:** Job postings are not posted.
  - **External:** everyone.
  - **Internal:** persons belonging to the public service.

# Finding a job by process

## **External advertised appointment process:**

- Check regularly for available jobs on [GC Jobs](#).

## **External non-advertised appointment process (Student Bridging):**

- Start networking now.
- Be a member of [Facebook groups \(GC – informal\)](#)

## **Workers and employees of GC, also consider:**

### **Internal advertised appointment process:**

- Regularly review available jobs on [GCJobs](#) and **verify that students are eligible**

### **External non-advertised appointment process:**

- Search [GCdirectory](#) to expand your network.
- Go to the [Career Marketplace - GC connex](#).

Plan Your Career

# Pools and Inventories

# STACEY REHEL

**(SHE/HER)**

- Stacey began her career in 2017 with Parks Canada, before moving to Fisheries and Oceans Canada (DFO) in 2020.
- She now works as a senior biologist for the aquatic ecosystems sector on the implementation of a network of marine protected areas in the Pacific region. Stacey is also the chair of Your Professional Network (YPN) for DFO.
- She has a bachelor's degree in marine biology and mathematics. She completed her master's degree in marine spatial planning and coastal management.

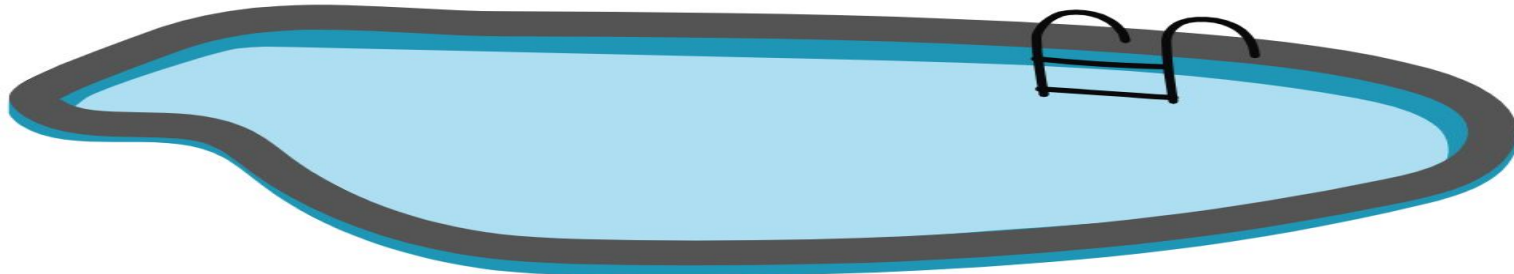


# What is a GC pool?

## Concept in a nutshell

### Definitions

- **Being part of a pool:**
  - a person has successfully demonstrated at all stages of a selection process that demonstrates that they meet the Statement of Merit Criteria.
- **Statement of Merit Criteria (SoMC):**
  - set of elements, including level of education, work experience, skills and comfort working in official languages, that are required to occupy a position.



# What you need to know about a pool

## Steps to qualify for a pool

- Find a process with a pool: Go to GC Jobs and consult the job offers.
- During a selection process: Candidates are assessed to see if they meet the Statement of Merit Criteria (SoMC).
- At the end of the process: 10 candidates may be qualified (they meet the SoMC), but only one position may be available. They will all receive a communication telling them that they are part of the pool of qualified candidates and may be contacted by the manager if he or she wishes to offer them the position.

## Why qualify in a pool?

- Being qualified in a pool is attractive to managers since you've already proven that you meet the statement of merit criteria.
  - Demonstrate to your manager that you're ready for a promotion.
  - Network with managers to find a new job.

# Inventories for Students and Newly Graduated Students who have already worked for the GC

Find your next job with the Government of Canada (GC)

- **Inventory Objective:** To connect hiring managers with students and graduates who have already worked for the GC and have the skills and experience sought.

**NOTE:** This opportunity does not guarantee a job.

- Consult the list of inventories available!



Plan Your Career

# Find a Job on GC Jobs or Informally

# Student Recruitment Programs

## Student Recruitment Programs

- Federal Student Work Experience Program (FSWEP)
  - You must be considered a full-time student by your school.
  - You are returning to full-time studies in the next academic year.
- Research Affiliate Program
- Post-Secondary CO-OP/Internship Program
  - You must be a full-time student registered in a post-secondary co-op/internship program that is on our [list of validated institutions and programs](#).
- Specialized recruitment programs and graduate recruitment programs

# Find a job on GC Jobs

For External Advertised Appointment Processes and Internal Advertised Appointment Processes, here is what you need to do to apply.

1. Visit [GC Jobs](#) and open an account.
2. Select the group and level that suits you.
3. Select the type of employment (term/indeterminate).
4. Check the eligibility criteria, or area of selection (place of residence, originating department/agency, employment equity members, etc.).
5. Check that you meet the essential qualifications for the position (education, language, experience, etc.).

***To answer the pre-selection questions, use the STAR method after mentioning the what, where and when (e.g.: As a student at Parks Canada in 2023, I...I) .***

*Start with **S** for situation, the general description that gives an overall vision, **T** for task, the mission and objective to be achieved, **A** for action, all the actions you have taken to achieve the task, and **R** for result, which highlights the effects of your actions, notably by mentioning qualitative and quantitative data.*

# Find a process with pool

In the GC Jobs job posting, consult the process intention section to validate whether a pool will be created.

## Intent of the process

The intent is to staff one indeterminate position. A pool of qualified candidates (fully assessed or partially assessed) will be established and may be used to staff similar positions in this group and level. This process may be used for various positions and tenures (including but not limited to term and indeterminate appointments, internal assignments, secondments, deployments and acting appointments).

# What is branding and why does it matter when talking about my career?


## YOUR PERSONAL BRAND TELLS A STORY:

- Who you are
- How you got here
- Where you're going
- Why people should want to connect with you or hire you

## **Social media**

- Do you actively use social media?
- What platforms are you using for your professional brand?



 **OPTIONS:** LinkedIn | GCTools  
| X | Facebook | BlueSky |  
Instagram | Threads | Discord |  
Slack

- ◆ **Not all platforms are well suited for career growth...**

# Non-traditional Hiring

## Unofficial GC Facebook groups

- 35+ groups focused on connecting job seekers and hiring managers
  - [https://wiki.gccollab.ca/Federal\\_Youth\\_Network/List\\_of\\_GC\\_Facebook\\_Groups\\_-\\_Liste\\_des\\_groupes\\_Facebook\\_du\\_GC](https://wiki.gccollab.ca/Federal_Youth_Network/List_of_GC_Facebook_Groups_-_Liste_des_groupes_Facebook_du_GC)



## Unofficial LinkedIn group

- Name: “Government of Canada Job Opportunities (Informal)”
  - This group is focused on posting current job opportunities and connecting job seekers and hiring managers



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# Additional Resources

# Navigating Career Transitions – Why now?

- Reduced departmental staffing: Term & casual contracts and 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?

## *What If My Contract Isn't Renewed?*

### Steps to Take

- **Update your résumé** – Highlight your government experience.
- **Apply for internal jobs** – Use GC Jobs and internal postings that specify students
- **Network** – Connect with colleagues and join departmental communities.
- **Explore bridging opportunities** – Ask HR about casual or term positions within your department or in another departments

### Resources

- **GC Jobs:** [jobs.gc.ca](https://jobs.gc.ca)
  - Main site for federal job postings.
  - Find posting with Student Eligibility
- **Student Bridging Opportunities**
  - If you are graduating, network to find bridging opportunities in hiring departments
- **Mentorship Programs**
  - Ask your department about formal mentoring programs or join GC Mentorship **Communitiy** #GCMentorGC

# Indigenous Student Employment Opportunity (ISEO)

The [Indigenous Student Employment Opportunity](#) (ISEO) is a program for students who self-identify as Indigenous and have been hired under the;

- [Federal Student Work Experience Program](#) (FSWEP)
- [Post-Secondary CO-OP/Internship Program](#) (Co-op)
- [Research Affiliate Program](#) (RAP)

ISEO is an employee experience program that fosters inclusion by offering culturally grounded [events](#) to connect, learn, and grow.

The ISEO features a mentorship component and provides access to [mentors](#) to support career and professional development.

**For information about the ISEO, contact the Indigenous Centre of Expertise team at [cfp.cea-icoe.psc@cfp-psc.gc.ca](mailto:cfp.cea-icoe.psc@cfp-psc.gc.ca).**

# Employment Opportunity for Students with Disabilities (EOSD)

The [Employment Opportunity for Students with Disabilities](#) (EOSD) is a program for students who self-identify as a person with a disability and have been hired under the;

- [Federal Student Work Experience Program](#) (FSWEP)
- [Post-Secondary CO-OP/Internship Program](#) (Co-op)
- [Research Affiliate Program](#) (RAP)

EOSD is an employee experience program that fosters inclusion by offering community tailored [events](#) to connect, learn, and grow.

The EOSD program features a mentorship component and provides access to [mentors](#) with lived experience as persons with disabilities to support career and professional development.

**For information about the EOSD, contact the Diversity and Inclusion Centre of Expertise team at [cfp.psh-prog-pwd.psc@cfp-psc.gc.ca](mailto:cfp.psh-prog-pwd.psc@cfp-psc.gc.ca).**

# How do I register for the ISEO and EOSD?

- Indigenous students and / or students with disabilities who are employed by the Government of Canada must register by completing the [Registration Form](#).
- Hiring managers or human resource specialists may also complete the [Registration Form](#) on behalf of students.



# Continue Your Learning

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

To learn more about how staffing works in the public service:

- [Basics of Staffing in the Public Service \(csps-efpc.gc.ca\)](#)

# Second Language Evaluation (SLE)

Below are the different letter grades you can receive on an SLE:

- X: Performance does not meet the minimum requirements
- A: Beginner level
- B: Intermediate level
- C: Advanced level
- E: Exemption

Second Language Evaluation (Reading, Writing, Oral)

- CBC (Reading: Advanced, Writing: Intermediate, Oral: Advanced)
- BBB (Reading: Intermediate, Writing: Intermediate, Oral: Intermediate)

Try the [Self-assessment tests](#) for reading comprehension and written expression before taking the official tests.

**Make sure you keep a copy of your official results!**

# Developing Your Second Language

Understanding the Importance of Official Languages in the federal public service

- [The Official Languages Act and You](#)
- [List of Bilingual Regions of Canada for Language-of-Work Purposes](#)

GC Campus Courses and Resources

- Respecting Official Languages in the Public Service (FON415)
- Preparation for Official Language Evaluation

Tools and Resources

- [Office of the Commissioner of Official Languages](#)
- [Mauril App](#)

# In summary:

## Looking for a job?

Don't put all your eggs in one basket!

GC Jobs and pools

Inventories

**LinkedIn**



Facebook Groups

**GCdirectory**

**Networking**

**GC Students**

# Now, tell us...

**On a scale of 1 – 5, what is your level of understanding about the subjects on planning your career with the Government of Canada (GC)?**

(5 being the highest level of understanding)

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# Announcements

# GC Students Facebook Group

Join our Facebook Group!



# GC Students Monthly Newsletter

Sign up for the GC Students monthly newsletter!



# Follow us on social media!

Follow us on social networks!

**Follow us on social networks!**  
Scan the QR code



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# Question Period

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