Manager Guide

Employment Opportunity for Students with Disabilities (EOSD)

Accessibility

As of the date of publication, this document has been verified for accessibility.

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# Manager Guide for EOSD

## Context

Providing your new student with a positive and inclusive onboarding experience will help them to perform their best. Our workplace is made richer by the diversity of our public servants; accommodating your student’s needs will help your student and the whole public service to thrive.

The guide aims to help you integrate your new students into the public service.

## Pre-Arrival

This is when your new student will form their first impression of Canada’s public service, so it’s important to show them how inclusive and accommodating our workplaces are.

###### EOSD Registration

The [Employment Opportunity for Students with Disabilities (EOSD)](https://wiki.gccollab.ca/Employment_Opportunity_for_Students_with_Disabilities%27_Resource_Page) is a program that provides support services for students who self-declare as having a disability and are currently completing a work term with the Government of Canada. Managers can enroll their students by completing the [registration form](http://extranet.psc-cfp.gc.ca/fswep-pfete/iseo-eosd-student-hire-eng.htm) online. Once the student has been registered, they will gain access to training, mentorship opportunities, and networking all designed with them in mind.

EOSD helps reduce barriers for students with disabilities, helps build a more inclusive and respectful work environment, and provides meaningful work experience for students.

###### Welcome

Send the student an email welcoming them to the public service. Attach our student integration guide and ask your student if they have any accommodation needs as early as possible. Because asking for accommodation is still often stigmatized in many workplaces, your student might be hesitant to ask for it. [The GC 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) is available to help with this process. Invite your student to create one as soon as possible!

###### Accommodations

Most students should be able to provide you with a copy of their learning institution’s Learning Intervention Plan, which contains any physical, technological and learning accommodation requirements established by their learning institution.

The [Accessibility, Accommodation and Adaptive Computer Technology](https://www.canada.ca/en/shared-services/corporate/aaact-program/how-aaact-help-you.html) team have agreed to provide priority service and training to hiring managers who are working with a student with a disability! Add “Employment Opportunity for Students with Disabilities” to the subject line of your email asking for their services, and they will fast-track your request.

Ensure that all IT personnel are aware of IT-related workplace accommodation needs the student might have, and that any such equipment/software is installed and tested before the student’s first day.

It is important that any workplace accommodation measures requested are ready for the student before their start date.

###### Prep Materials

Prepare a list of meaningful tasks for your student employee to carry out during their first week: this is your chance to show them how fulfilling working in public service can be!

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

The first day marks the beginning of a significant period of adjustment for students new to the public service. They might feel nervous, apprehensive, and uncertain as to how their needs or requests for accommodation may be perceived.

Managers should recognize that it can be a stressful and overwhelming situation for them and try to mitigate their anxiety as much as possible.

Invite your student to bookmark the [EOSD GC Wiki Page](https://wiki.gccollab.ca/Employment_Opportunity_for_Students_with_Disabilities%27_Resource_Page) to ensure they can stay up to date on everything going on during their work term.

## First Month

Students are likely still adjusting to a new routine and work environment. Your support and availability, as a manager will help your students feel valued and have a positive experience.

Considering and implementing the following things will help your student feel included and will have a powerful impact on how fully they engage with their work.

###### Check-Ins

Regularly check in with your student and encourage them to ask questions. Set up one on one meetings that create time and space dedicated to their needs.

###### Accommodations

Sit down with your student and ask whether they could benefit from further accommodation measures. This isn’t only to point them to the relevant HR personnel, but to help them feel included and valued in the workplace.

###### Feedback

Provide early feedback on their performance and clear up any misunderstandings or confusion that may remain.

###### Mentorship

Encourage your student to consider finding a mentor. Ask them what their interests, goals, and professional aspirations are, and visit the [EOSD Mentorship Page](https://wiki.gccollab.ca/Employment_Opportunity_for_Students_with_Disabilities_Mentoring_Program) to help them find a mentor!

## Important Resources

* [Duty to Accommodate: A General Process for Managers](https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service/working-government-canada-duty-accommodate-right-non-discrimination/duty-accommodate-general-process-managers.html)
* [EOSD Tools for Managers](https://www.gcpedia.gc.ca/wiki/Employment_Opportunity_for_Students_with_Disabilities_Tools_for_managers)
* [Office of Public Service Accessibility](https://www.gcpedia.gc.ca/wiki/Office_of_Public_Service_Accessibility/_Bureau_de_l%E2%80%99accessibilit%C3%A9_au_sein_de_la_fonction_publique)
* [Hiring persons with disabilities: Managers Toolkit](http://extranet.psc-cfp.gc.ca/hiring-pwd-toolkit/index-eng.htm)
* [Resources for hiring persons with disabilities](http://extranet.psc-cfp.gc.ca/hiring-pwd-toolkit/resources-eng.htm)

For any questions, comments, or concerns regarding the Employment Opportunity for Students with Disabilities, contact [cfp.psh-prog-pwd.psc@cfp-psc.gc.ca](mailto:cfp.psh-prog-pwd.psc@cfp-psc.gc.ca)

For any questions, comments, or concerns regarding the Federal Student Work Experience Program, contact [cfp.pfete-fswep.psc@cfp-psc.gc.ca](mailto:cfp.pfete-fswep.psc@cfp-psc.gc.ca)

Please note that you can re-hire your student for subsequent sessions. First, check that they continue to [meet student eligibility criteria](https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html) for the Federal Student Work Experience Program. Then contact your HR advisor for your department’s requirements for re-hiring students.