



Health
Canada

Santé
Canada

Natural and Non-prescription Health Products Directorate

Canada

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1. Hiring Documents

- This page includes all of the documentation necessary to complete so that you will be ready to start work on your first day without having to worry about additional administrative paperwork.
- Your new manager will work with you in filling out these forms and ensuring you are comfortable with all of the information provided. **IN DEVELOPMENT**



2. COVID-19 Vaccination Policy

- **All employees must be fully vaccinated unless an accommodation is made based on a certified medical contraindication, religion, or another prohibited ground for discrimination as defined under the *Canadian Human Rights Act*.**



3. Health Canada Introduction

- Here you will find some introductory information on Health Canada that you can read before you start on your first day. This will allow you to have a basic understanding of the work you will be undertaking in your new job, as well as the importance of your new role as a public servant.



4. Work from Home Start up Guide

- This video will help prepare you for working remotely from your home so that you are ready to start on your first day and set up for success. There is also an ergonomics guide with best practices available to help you make the best use of your remote work space.



5. Onsite Working

- Your new office is located at 250 Lanark Ave, Ottawa, ON, K1Z 6R5. This document will explain what you can expect when working onsite, as well as the regulations that must be followed to adhere to the COVID-19 office guidelines.

Before
You
Begin



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Your
First
Day



1. Setting up your Workstation

- This guide will help you with logging into your new work computer and setting up all of the tools required to work on the Health Canada network.



2. Welcome to the Team!

- You will be introduced to your new team in this video, and learn how we all play a role in helping Canadians improve their health and well-being. **VIDEO TO BE FILMED**



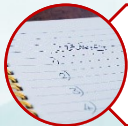
3. Health Canada Organizational Structure

- There are many different branches that make up Health Canada. Here you will find the Health Canada Organizational Chart as well as an introduction to the leaders of Health Canada.



4. NNHPD in the Health Products and Food Branch

- NNHPD is one of the many directorates in the broader spectrum of the Health Products and Food Branch. Here you will find information on the different bureaus within NNHPD as well as discovering what each bureau is responsible for.



5. Employee Onboarding Checklist

- The Employee Onboarding Checklist will guide you through all of the steps of the onboarding process. This checklist includes all of the necessary steps to help you become familiar within your new role in Health Canada, as well as prepare you to start your new work and projects as efficiently and effectively as possible. **CONFIRMING CHECKLIST AS CONTENT UPDATES ARE FINALIZED**



6. SAP Time Tracking

- All employees must track and enter their work time and allocation into the SAP application. This guide will walk you through the process
- It is absolutely crucial that every hour of work is entered into the system. **It costs us \$300 for every hour not tracked.**



7. Appendix of Supporting Tools & Resources

- This file provides an abundance of resources and supporting documentation that can be used to supplement your training material. There are many different links that can be found here of important information.



8. Internal Key Contacts

- This file will provide you with internal services and key contact information that can be used to contact relevant stakeholders or reach out for assistance on relevant topics. **DOCUMENT BEING UPDATED**



9. COVID-19 Information

- Here you will find all relevant information and updates pertaining to COVID-19.



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Your First Week



1. Register for Health Canada Orientation Session

- There is an orientation session for all new employees of the Health Products and Food Branch. This virtual training session will help familiarize you with your new employer, discuss career development, compensation & benefits, workplace wellness, and learning & development.



2. Set Up myLearning and GC Learning Accounts

- There are a few different accounts that have to be set up so that you can enroll in certain training programs and courses. The two main ones being myLEARNING and GCcampus.
- There are also other GC Learning Accounts that you should set up for a wider array of resources and training sessions.



3. Mandatory Training Sessions

- These training sessions are required to be completed before you can begin your work in your new job. On average they take around 16 hours to complete.



4. Values & Ethics, Conflict of Interest, Collective Agreement Readings

- These documents must be read and understood by new employees before they move into the specifics of their new role.



5. NNHPD Legislation

- As a member of the Natural & Non-Prescription Health Products Directorate (NNHPD), it is important to know the regulations specific to Natural Health Products. You will find information on this here.



6. Our People Commitments

- This document will provide a breakdown of our values and commitments to our employees in supporting them in their everyday work.



7. New Employee Info Guide

- This guide will help you check your pay, set up your benefit accounts, and introduce you to the performance management system.



8. Important Employee Information

- These readings are important to familiarize yourself with your new work environment and basic standards of operation including Pension and Probationary Period details.



9. Health and Safety Documentation

- It is important to familiarize yourself and fully understand all health and safety requirements before you proceed with your work. Here you will learn these requirements.



10. Week 1 Survey

- This brief survey will ask you some questions to understand how you are feeling after your first week at your new job. This feedback is very helpful to see how we can better work together in order to ensure a happy and healthy work environment as well as gain invaluable data on how we can improve our onboarding process.



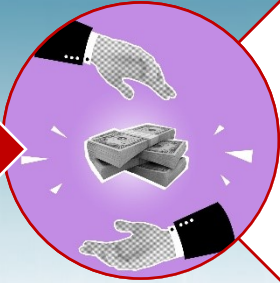
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1. Pay & Benefits Confirmation

- It is important that you fully understand your pay and benefits. Follow up with your manager if you have any questions following the orientation session, training sessions, and readings on these topics. Make sure that your pay is accurate and matches what was agreed upon in your Letter of Offer, and confirm your benefits and insurance are properly set up.

2. Supplementary Training Courses

- These training courses are optional. You may complete them all, or just the ones that are relevant to your work, however they are all very informative and useful tools that will aid in expanding your knowledge. On average, they take around 23 hours to complete.

3. Performance Agreement and Talent Management

- All employees must fill out a Public Service Performance Management Application in order to manage their performance agreement with their Manager.
- Here you will learn about work objectives, competencies, and learning and development.

4. 1 Month Survey

- The 1 Month Survey goes more in-depth than the survey completed after your first week. As you continue to familiarize yourself with your new role, it is important that you feel properly equipped and supported to successfully carry out your work. This feedback helps us help you reach your limitless potential!



Your
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Month



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1. Finalize Benefits

- After 3 months of work, you will be eligible to start receiving dental benefits. You should confirm that your health benefits are in order as well as ensuring that your dental coverage is now active.

Your
First 3
Months



2. Mentoring and Development Programs

- There are many different opportunities available to assist you in your career development in Health Canada. Consider joining a mentoring program, or taking part in one of the many comprehensive development programs and learning series that exist to support public servants at all levels.



3. 3 Month Status Update

- This video will provide you with a snapshot of all the onboarding processes that should have been completed up to this point.
- It is important to remember that you will always have more to learn and discover. Health Canada is constantly evolving, and we must adapt as change is inevitable. While this video will review the basics of your training within your first 3 months, there may be other learnings that you participated in during this time, and there will be many more new undertakings to come!

VIDEO TO BE FILMED



4. 3 Month Survey

- This survey focuses on your experiences through your first three months in your new job. It will help us work together to ensure that you are fully up and running, as well as providing feedback on how we can work on improving all new employees' first few months in Health Canada.