

# TOP 7 THINGS TO KNOW WHEN STARTING YOUR CAREER AS A PUBLIC SERVANT

## 1. Technical Tips

- Consult your intranet or manager on how to receive work equipment
- Set up your workspace: check out [Bus Rides](#) for tips on working from home
- you access to view your pay as well as other important information

## 2. Getting online

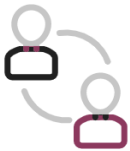
- Ensure you have access to all necessary materials and software
- MyKEY: pay data, peoplesoft, etc
- Set up passwords and access to necessary programs and software and MyKEY
- VPN access: Ensure you have the necessary information and instructions to login to your Virtual Private Network. This network allows Public Servants to work remotely on a safe network with sensitive information

## 3. Get connected

- Connect with the manager and team virtually
- Get to know who is who on your team and their respective roles
- Tune into the [Federal Youth Network \(FYN\)](#) for news, and updates about networking and career development
- Join the [Interdepartmental student committee \(ISC\)](#) by connecting on social media or sending them an email [isc.ncr.rcn.cei@gmail.com](mailto:isc.ncr.rcn.cei@gmail.com)
- Using your PRI sign up for a [GCcampus](#) account through the Canada School of Public Service

## 4. Get to know your department

- Using your intranet:
  - Find your organization chart
  - Familiarize yourself with the structure of your organization understand the difference between: sectors and branches
  - Get to know the department Mission statement. This is a great way to find deeper meaning in your work!
- Get curious about different networks and communities (indigenous, support, mental health, etc.)



- Contacts:
  - Who are the important contacts in your working group or organization that you will need to get in touch with
  - Are there specific people who handle administrative information?
  - Who is your DG? Who are the other students? Is there someone with great IT skills that might have answers to your questions?



## 5. Get Clear on Objectives

- Clarify tasks and duties in your new role: What are the tasks you are responsible for? What are the objectives of that task? What is expected of you?
- Discuss with your manager: the chain of communication and who to report to for specific tasks, as well as how frequently they would like you to check with them
- Set goals for your work term: What do you want to achieve? This can be work or personal related!

## 6. Pay

- Register for myKEY in order to access pay information: <https://eajl-orca.securise-secure.gc.ca/O/rg/inscription-registration-eng.pub>
- Access pay information [here](#)
- Make sure you have been paid after your first two full weeks of work (two weeks based on pay cycle).and it's for the proper amount



## 7. Questions

- Ask questions to manager, colleagues and teammates
- Write it down, confirm tasks and decisions in writing and you can do the same
- Ask for support!

