



7 THINGS TO KNOW IN YOUR FIRST WEEK OF BEING A PUBLIC SERVANT

1. Technical Tips

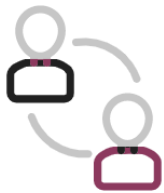
- Consult your intranet or manager on how to receive work equipment
- Set up your workspace: check out Bus Rides for tips on working from home
- you access to view your pay as well as other important information

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
- 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.qc.ca/O/rq/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!

