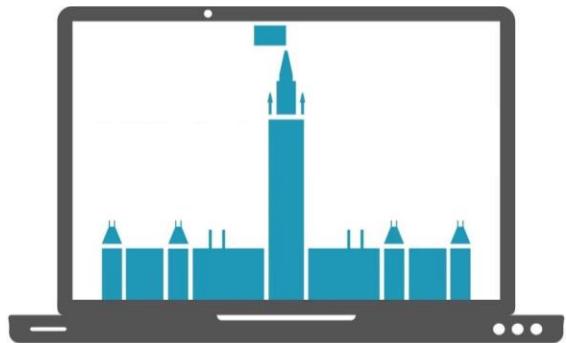


Plan Your Career

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



Instructions for today's meeting

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

- The camera and microphones have been disabled
- The meeting will be recorded
- If you have any questions, please use Slido

<https://www.slido.com/>

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Please note that:

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/English/Employment](https://wiki.gccollab.ca/GCStudents_-_ÉtudiantsGC/English/Employment)



Summary of previous activity (October 2023)

Start Your Term with GC Students

1. Diverse work experience

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

2. 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**.

3. Student Bridging

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

4. Service buyback

- Your years of work as a student worker can be counted as part of your working years for early retirement if you buy them back.



Presentation Plan

1. Job Groups and Levels
2. Types of Employment and Processes
3. Pools and Inventories
4. Find a Job on GC Jobs
5. Additional resources
6. Announcements
7. Live Questions & Answers

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 knowledge

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Plan Your Career

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 (see image).
 - 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!

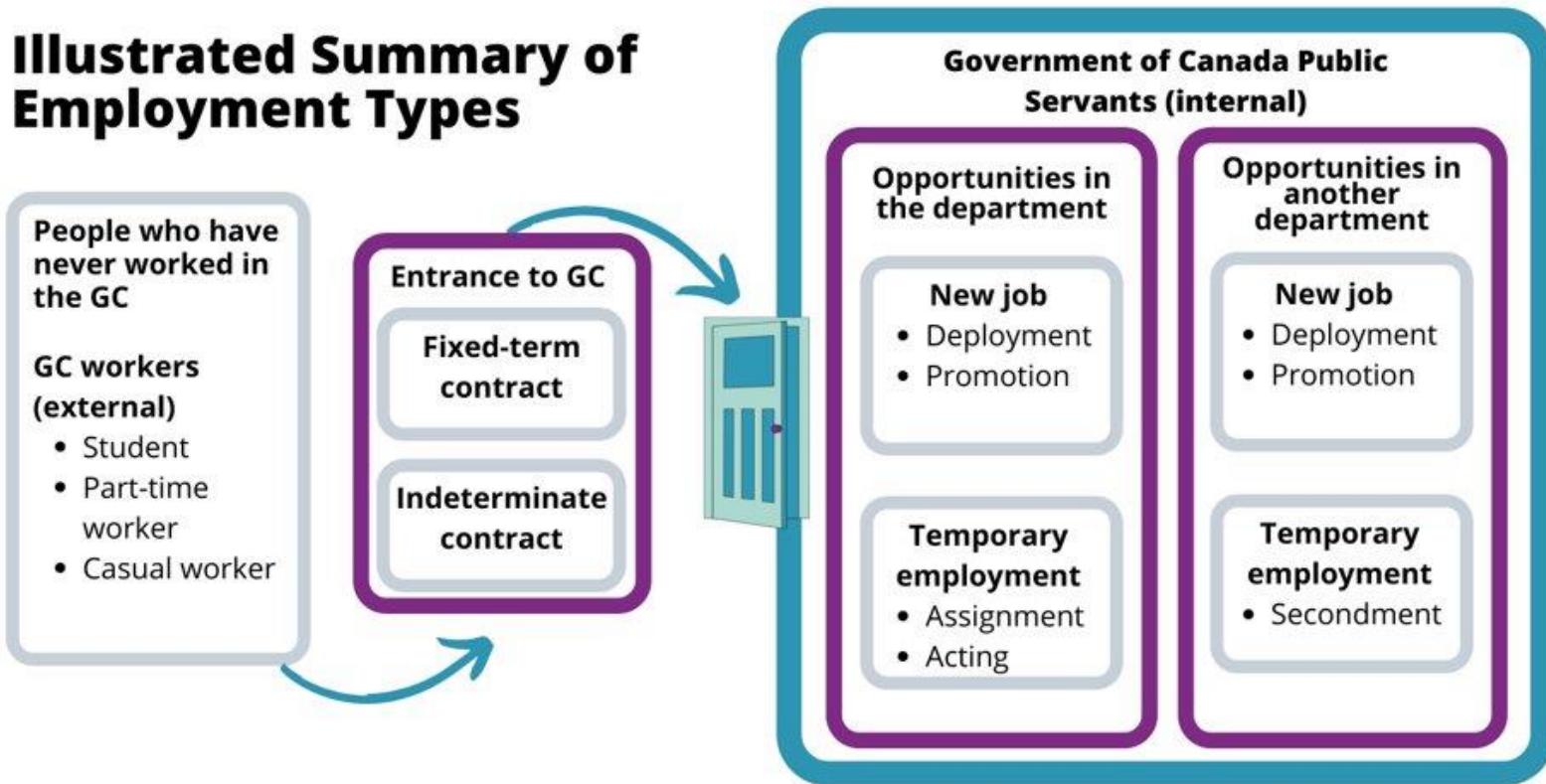
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Plan Your Career Employment Types and Processes

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.

@gcs_egc

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...

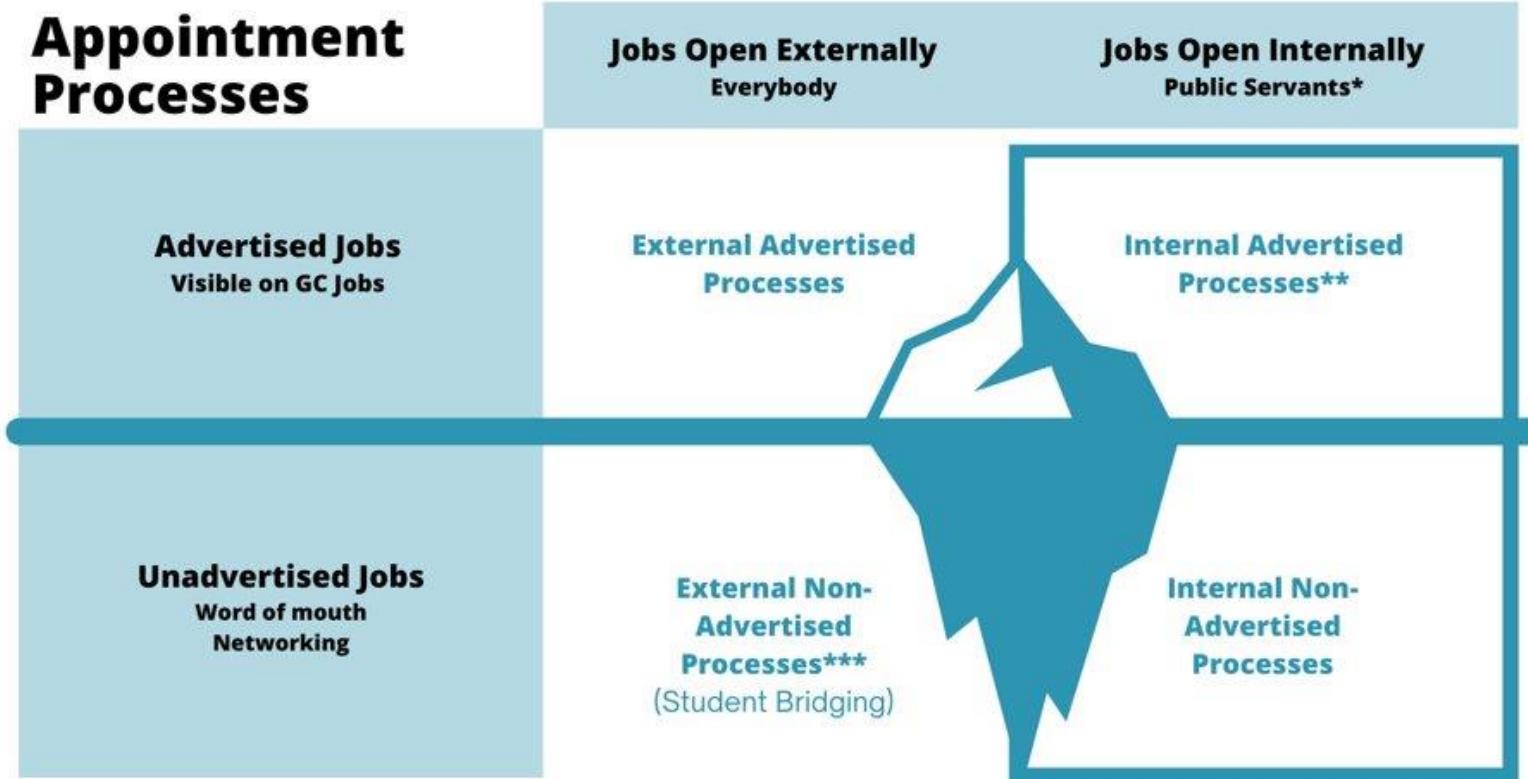
If you have a student contract, are you eligible for an acting?

- A.Yes
- B.No

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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:
 - A. Check regularly for available jobs on [GC Jobs](#).
- **External non-advertised** appointment process (Student Bridging):
 - A. Start networking now.
 - B. Be a member of [Facebook groups \(GC – informal\)](#)

Workers and employees of GC, also consider:

- **Internal advertised** Appointment Process:
 - A. Regularly review available jobs on [GC Jobs](#) and **verify that students are eligible**.
- **External non-advertised** appointment process:
 - A. Search [GCdirectory](#) to expand your network.
 - B. Go to the [Career Marketplace - GC connex](#).

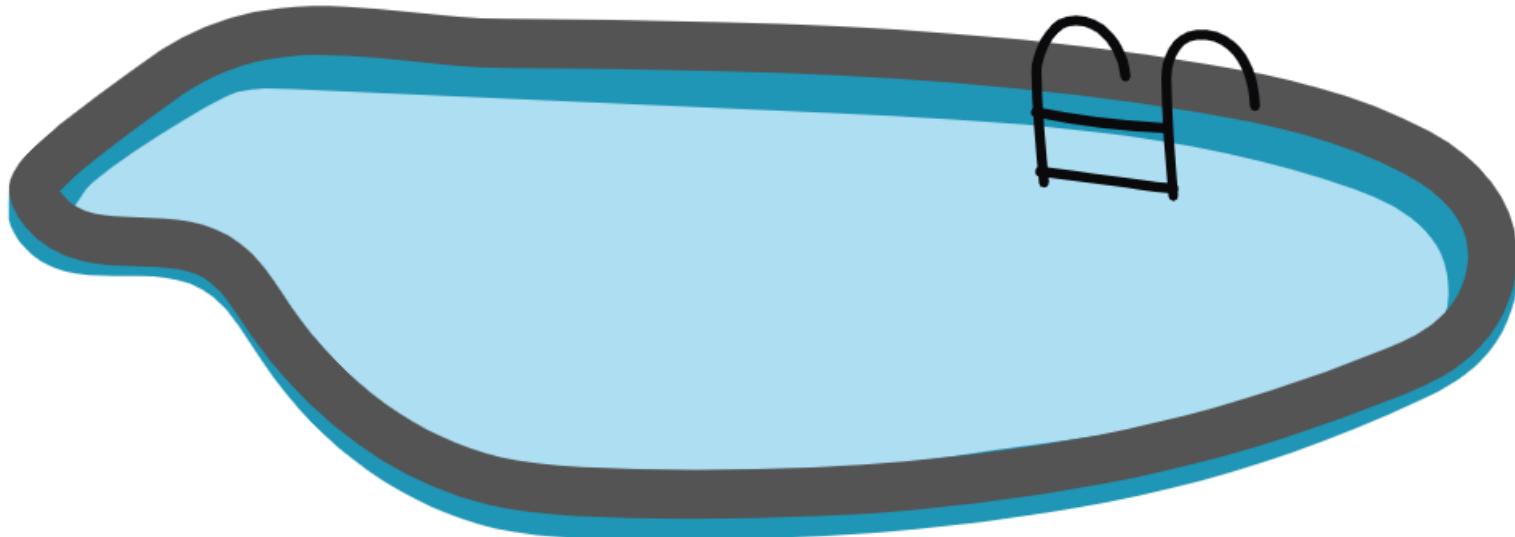
Plan Your Career Pools and Inventories

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 he or she meets 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 you 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.
- **NOTE:**
 - This opportunity **does not guarantee a job.**

Consult the list of inventories available!



Plan Your Career

Find a Job on GC Jobs

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

Graduate Recruitment Programs

Graduate recruitment programs

- Post-Secondary Recruitment
 - Recruitment campaign (**around November**)
 - You are eligible if you have a college or university diploma, or if you will be graduating shortly.
- Recruitment of Policy Leaders
 - We recommend that you read the list of requirements to assess whether you are meeting the expectations of the program.
- Virtual Door to Talent for Persons with a Disability
- Indigenous Career Pathways
- Other specialized recruitment initiatives

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](#).
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).

Indigenous Student Employment Opportunity (ISEO) and Employment Opportunity for Students with Disabilities (EOSD)

- The programs include trainings, a mentoring program, events and support services for students.
 - The [Indigenous Student Employment Opportunity \(ISEO\)](#) is a program for students hired into the public service who self-identify as Indigenous under the [Federal Student Work Experience Program \(FSWEP\)](#).
 - The [Employment Opportunity for Students with Disabilities](#) (EOSD) is a program for hired students who self-identify as having a disability through the [Federal Student Work Experience Program \(FSWEP\)](#).

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 [form](#).**
- Hiring managers or human resource specialists may also complete the [Registration Form](#) on behalf of students.



Plan Your Career

Additional Resources

Second Language Evaluation

- **Note:** The languages of the position must be met at the time of appointment.
 - 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)
- **Self-assessment tests**: Try the self-assessment tests for reading comprehension and written expression before taking the official tests.

Make sure you have a copy of your official results!

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 \(cspsefpc.gc.ca\)](#)

In summary:

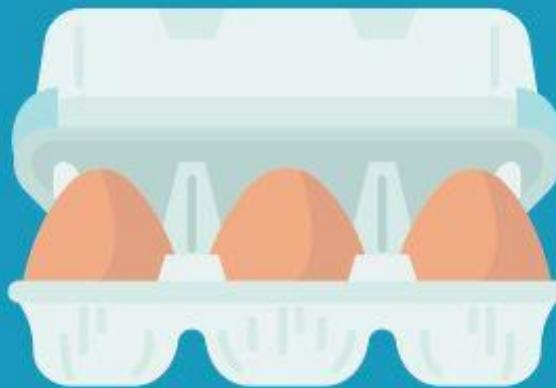
Looking for a job?

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 is the highest level of understanding

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Plan Your Career Announcements

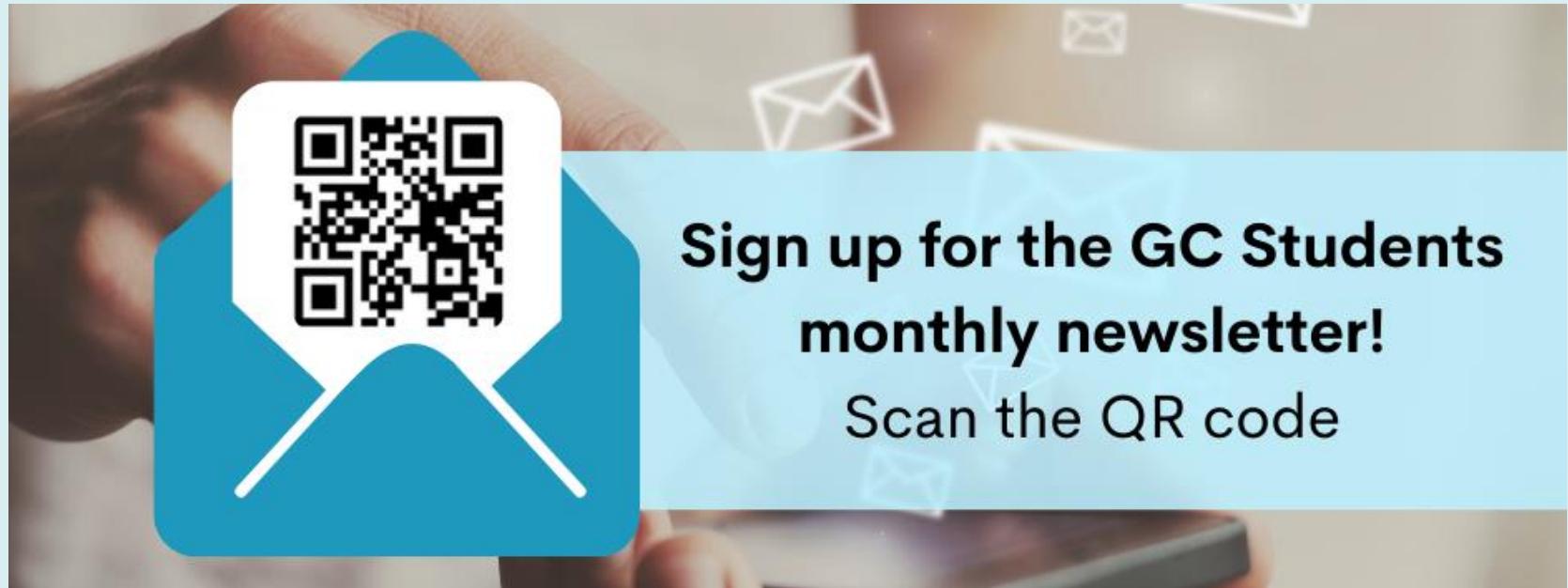
GC Students Facebook Group

[Join our Facebook Group!](#)



GC Students Monthly Newsletter

[Sign up for the GC Students monthly newsletter!](#)



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Your activities your feedback!

Do you have any
comments about the
session?

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Question Period

If you have any questions, please
use Slido

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