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Parks Canada

Student Employee Guide

2023



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Introduction

The goal of this brochure is to gather all relevant information you may need while you are working at Parks Canada. Your supervisor should always be your first point of contact for all questions and requests. However, there are situations where you may need to reach out to people outside of your circle of colleagues and your management team. It is important to know that there is never a wrong door to knock on. We are all part of the same organisation and as such, you should reach out to any team member and other teams as needed.

You will also observe that all the links, either to the intranet or the internet, are displayed. We opted to have the links written to make sure that if some locations print this brochure, the link will still be visible.

Who we are

Welcome to Parks Canada

Parks Canada administers one of the finest and most extensive systems of natural and cultural heritage places in the world. From lighthouses to battlefields, historic neighborhoods to cultural landscapes, there is an amazing array of places and stories to discover. The vast network of protected areas administered by Parks Canada is a gateway to nature, history, and 450 000 km² of memories from coast to coast to coast. Ron Hallman is the President & Chief Executive Officer of the Agency since 2019.

He has a welcome message for all student employees you should check out: *CEO Ron Hallman for students* – Internet: https://www.youtube.com/watch?v=OqtP_hXc3Mw

Our Minister

The Minister of Environment and Climate Change is responsible for the Parks Canada Agency. Our current Minister is the Honourable Steven Guilbeault.

Introducing the Parks Canada Agency – Internet: <https://www.pc.gc.ca/en/agence-agency/dp-pd/transition/presentation-2021-introducing>

Steven Guilbeault - short bio - Internet: <https://pm.gc.ca/en/cabinet/honourable-steven-guilbeault>

Our Mandate

On behalf of the people of Canada, we protect and present nationally significant examples of Canada's natural and cultural heritage, and foster public understanding, appreciation and enjoyment in ways that ensure their ecological and commemorative integrity for present and future generations.

Our Role

We are guardians of the national parks, the national historic sites and the national marine conservation areas of Canada.

We are guides to visitors the world over, opening doors to places of discovery and learning, reflection and recreation.

We are partners, building on the rich traditions of our Aboriginal people, the strength of our diverse cultures and our commitments to the international community.

We are storytellers, recounting the history of our land and our people - the stories of Canada.

Our Commitments

To protect, as a first priority, the natural and cultural heritage of our special places and ensure that they remain healthy and whole.

To present the beauty and significance of our natural world and to chronicle the human determination and ingenuity which have shaped our nation.

To celebrate the legacy of visionary Canadians whose passion and knowledge have inspired the character and values of our country.

To serve Canadians, working together to achieve excellence guided by values of competence, respect and fairness.

The Parks Canada Vision

Canada's treasured natural and historic places will be a living legacy, connecting hearts and minds to a stronger, deeper understanding of the very essence of Canada.

Intranet: <http://intranet2/about-parks-canada/mandate-vision-and-charter/?lang=en>

Internet: <https://www.pc.gc.ca/en/agence-agency/mandat-mandate>

Parks Canada – Why we do what we do

We protect and present nationally significant examples of Canada's natural and cultural heritage, and foster public understanding, appreciation and enjoyment in ways that ensure the ecological and commemorative integrity of these places for present and future generations.

Video - What is Parks Canada?: <https://youtu.be/6plofYCEVhM>

Strategies and Plans

Business planning, consultations, and reports are part of an ongoing process that defines Parks objectives and goals and, sets out clear roadmaps on how we can achieve them. The Departmental Plan is one of the most important documents for us employees of the Agency. It specifies concrete objectives for the next year, and most decisions will be made with those objectives in mind. All team members should be aware of the expected results the Agency strives to achieve in the coming year.

2023–24 Departmental Plan - Internet: <https://parks.canada.ca/agence-agency/bib-lib/plans/dp/plan-ministeriel-2023-2024-departmental-plan>

Strategies and plans - Internet: <https://www.pc.gc.ca/en/agence-agency/bib-lib/plans>

Parks Canada Brand

The Brand is our visual identity in print, signs, and multi-media products, to the tone of our voice and the management of national programs such as uniforms, official merchandise, and our mascot. The Brand team members ensure Brand consistency and quality and provide advice to support team members.

Intranet: <http://intranet2/our-work/brand-web-new-media/brand/?lang=en>

Email - General questions about Brand: marque-brand@pc.gc.ca

The Parks Canada Youth Ambassador Program

The On target Strategy identifies youth as one of the target audiences for Parks Canada. The Youth ambassador program intends to reach the youth segment that includes Post-Secondary Young Adults (18 – 24 years) and Early Career Young Adults (25 – 34 years), as presented in the Youth Engagement Strategy in order to help overcome identified barriers such as awareness, accessibility and misconception.

The Parks Canada Youth Ambassadors inspire Canadian youth from all backgrounds to head outdoors and experience the rich and diverse natural and cultural heritage that Canada has to offer. They find new and creative ways to inspire a love for nature and culture and highlight the world renowned conservation

and restoration projects at Parks Canada in ways which appeal to young Canadians. They work closely with Parks Canada partners, have a large social media platform and work on engaging young adults in becoming active citizens themselves. To achieve this mandate, the Youth Ambassadors meet youth where they are and make them aware of the work Parks Canada does with National Parks, National Historic Sites and National Marine Conservation Areas.

Intranet: <http://intranet2/our-work/outreach-and-marketing/public-outreach-and-education/youth-ambassadors/?lang=en>

Internet : <https://www.pc.gc.ca/en/serapprocher-connect/parcsavie-parkslife/pja-yap>

Website

The Parks Canada website attracts over 12 million visitors each year. We invite you to visit it to have a better understanding of our organisation. explore the featured activities and experiences offered to visitors.

Parks Website - Internet: <https://www.pc.gc.ca/en>

Parks' Social Media

Parks Canada uses many engaging and innovative digital media platforms to connect with Canadians, including video, social media, exhibit technologies, mobile apps and more. The New Media Strategies and Investment Team evaluates and pilots new technologies and establishes national direction and policy for the use of new media, social media and broadcast. They also provide new media expertise and production support.

Facebook: <https://www.facebook.com/ParksCanada>

YouTube: <https://www.youtube.com/user/ParksCanadaAgency>

Twitter: <https://twitter.com/ParksCanada>

Instagram: <https://www.instagram.com/parks.canada/>

Online Store

Parks Canada official merchandise was created as a meaningful outlet for expressing the pride and adoration Canadians have for the incredible natural spaces and heritage places found in the country. It helps raise awareness, appreciation and support for Parks Canada's ongoing efforts to protect and preserve those places on behalf of current and future generations. Since 2017, a portion of the proceeds from ParksCanadaShop.ca have supported a number of conservation projects.

Internet: <https://parkscanadashop.ca/>

Uniform

The Parks Canada uniform is one of the most important elements of our public image. The uniform draws us together as one team and exemplifies the pride, passion and professionalism we demonstrate every day. Every uniformed team member is an ambassador of Parks Canada.

When uniforms are required, the Agency is committed to ensuring that its employees have uniforms that are adequate and suitable to their jobs.

Intranet: <http://intranet2/our-work/brand-web-new-media/brand/uniform/?lang=en>

Questions about our uniform: uniforme-uniform@pc.gc.ca

Where to find information

ParksNet – Parks Canada Intranet

Parks Canada uses the Intranet as the central method to communicate and make information accessible to its team members. You need to be on a Parks computer in order to access the network or on the Parks VPN.

Intranet - <http://intranet2/?lang=en>

PARKS(EXTRA)NET

Parks Canada has also an external website you can access when you are not in the “office”. When you don't have access to the Parks Network computer, you can log into PARKS(EXTRA)NET to stay informed and updated on important information such as reference materials, how-to guides, as well as new corporate information about your pay

Website accessible from any device, personal or professional: <https://www.pc.gc.ca/en/EXTRAnet>

Orientation Portal

The Parks Canada Orientation Portal aims to be a welcoming tool that offers support to new members and hiring managers. Each member of Parks Canada brings his or her own expertise and talents to the collective realization of the Agency's mandate. This portal is a useful reference point not only when members are new to the Agency, but throughout their career. You will find lots of necessary information from What is Parks Canada? - to training, and everything in between.

Intranet: <http://intranet2/our-work/human-resources-directorate/hr-directorate/learning-development-and-recognition/orientation-portal/?lang=en>

PC411

The PC411 is the directory of all Parks Canada team members. It's only accessible on ParksIntranet.

Intranet: <http://intranet/apps/pc411>

Parks IT Service Desk

The Parks IT Service Desk is your point of contact for all IT issues, requests, inquiries and self-help articles.

IT support hours: Monday to Friday, 7 am to 8 pm (Eastern time) and weekend support during the operational season (May to October)

*Intranet: Parks IT Service Desk portal: <http://jira/servicedesk/customer/portal/1>
Phone number: 1-844-464-8787*

Safety, security and, wellness

Need help? Do you need to speak with someone?

There are many resources available for you. First, if it's possible, you should talk to your supervisor, your manager or a trusted colleague. You can also visit the Wellness page for more info.

Intranet: <http://intranet2/tools/workplace-wellness/>

Employee and Family Assistance Program

If it is an emergency, call 9-1-1. If you are in distress, please contact the EFAP 24h Crisis and Referral Centre at 1-800-268-7708 or Crisis Services Canada.

The program is offered to all student team members, and continues to be offered up to 12 months after termination of employment.

This program provides a full range of services to its employees. It's voluntary, confidential and professional short-term counselling to assist employees and their family members to overcome personal and work related problems. This service is available at no cost to Parcs Canada employees and members of their immediate family.

For crisis and emergency counselling as well as non-critical counselling, 24 hrs/day, 7 days/week, 365 days/year. The consulting services are provided by external specialists (psychologist, psychotherapist, etc.).

Intranet : <http://intranet2/96442.aspx?lang=en>

Internet : <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/occupational-health-safety/employee-assistance-services/contact-us.html>

Health and Safety

Managers have a legal responsibility to ensure the health and safety of all employees and this includes PCA's students. Managers are to comply with all applicable Occupational Health and Safety legislations, policies and programs. As with any other persons employed by the Agency, students must complete the online Occupational Health and Safety Training.

Intranet: <http://intranet2/our-work/human-resources-directorate/hr-directorate/health-and-safety/?lang=en>

Work Place Harassment and Violence Prevention

The Harassment and Violence Centre of Expertise manages the resolution process for all notices of occurrence of harassment and violence in the work place. This includes providing information and support resources to those involved in the formal resolution process and also addressing any questions about the prevention program. The Manager, Work Place Harassment and Violence, is the Designated Recipient at Parks Canada Agency.

Intranet: <http://intranet2/our-work/human-resources-directorate/hr-directorate/health-and-safety/work-place-harassment-and-violence-prevention/?lang=en>

If you believe you have experienced or witnessed harassment and/or violence in the Work Place, speak to your manager/supervisor or contact the Parks Canada Designated Recipient at respect@pc.gc.ca.

Office of the Ombud (OMB)

The Office of the Ombud (OMB) assists with the effective management of workplace conflict. OMB provides all members of the Parks Canada team with independent, confidential and impartial support to deal with various issues that arise in the workplace. In addition, OMB exercises an overall Agency influence by identifying trends in the types of issues raised and the root causes of conflicts in which we intervene. We also make recommendations, provide advice and encourage practices and behaviours that ensure alignment with our core values of respect, engagement, excellence and integrity.

Intranet: <http://intranet2/our-work/bgco-ocmo/ocmo-main-page/>

Please connect with us by reaching out to the team at: 1-866-787-6780 or omb@pc.gc.ca.

Cyber security

It is important to follow some cyber security best practices when working remotely. Here are some steps you can take to keep yourself and our work environment and information safe:

- Be aware of malicious email messages. If an email seems suspicious, don't click on links or open attachment.
- Don't install any software, plugins, browser extensions or templates on your computer.
- Be privacy aware.
- Only use our approved productivity tools – BBME, Google Meet, Confluence.

Internet link for more information: <https://www.getcybersafe.gc.ca/en>

Diversity and Inclusion

Values, Ethics, Diversity and Inclusion Directorate

The Values and Ethics, Diversity and Inclusion Directorate (VEDI) was created to reflect Parks Canada's ongoing commitment to become the diverse and inclusive Agency we aspire to be: a workplace that actively reflects and acts on our shortcomings and our strengths; attracts and retains talent that reflects the diversity of Canada; innovates, adapts and commits to growth and learning; and a place that we can all take pride in being a part of.

The VEDI team is here to support programs, policies and activities across the Agency to meet objectives on inclusion, diversity, equity, and accessibility. As part of Agency-wide efforts to address systemic racism and discrimination, and create a safe, people-centered and inclusive workplace culture, VEDI will provide guidance and resources with respect to:

- The Parks Canada Values & Ethics Code
- The Conflict of Interest and Post-Employment Policy
- Candidacy and Non-Candidacy Related Political Activities
- The Public Service Disclosure Protection Act (Disclosures of Wrongdoing)

Intranet: <http://intranet2/our-work/values-ethics-diversity-and-inclusion-directorate/?lang=en>

Email : vedi@pc.gc.ca

Diversity and inclusion team

The Diversity and Inclusion Team strives to be leaders for the Agency, employees, and Canadians by raising awareness, fostering and promoting a culture that embraces diversity.

Intranet - <http://intranet2/our-work/human-resources-directorate/hr-directorate/diversity-and-inclusion/?lang=en>

Contact us - eeinfo@pc.gc.ca

The LGBTQ2+ Network

Created in 1997, the Lesbian, Gay, Bisexual, Transgender, Queer and Two-Spirit (LGBTQ2+) Employee Network provides support and a coherent voice to Parks Canada LGBTQ2+ team members across the country. Its members and allies support the recognition of diversity, both within the public service and the LGBTQ2+ communities, and express the view that more needs to be done to make the workplace an inclusive environment where all public servants can feel included, supported and accepted. The LGBTQ2+ Network works towards making Parks Canada a welcoming and inclusive employer and service provider to the LGBTQ2+ communities.

Public Service Pride Week (PSPW)

Held virtually from August 21 to August 25, 2023.

Learn more about the Public Service Pride network by visiting www.publicservicepride.ca/

The Public Service Pride Flag

The Public Service Pride flag features the six colors of the LGBTQ2+ rainbow; black and brown stripes to represent Black and racialized people; and baby blue, pink and white stripes for trans and non-binary people's inclusion.

Intranet: http://intranet2/our-work/human-resources-directorate/hr-directorate/employment-equity-and-diversity/hrd_ee_mnu_working-groups/hrd_ee_grp_the-lgbtq2plus-group/?lang=en

Chair: H  l  ne Genest

Co-Champions: Andrew Campbell - andrew.campbell@pc.gc.ca & Marcia Morash - marcia.morash@pc.gc.ca

Email: lgbt@pc.gc.ca

People of Colour

“Parks Inclusive!” - a blog on diversity and inclusion at Parks Canada!

This blog is an opportunity for Parks employees across the country to engage in an ongoing dialogue on diversity, multiculturalism and related issues such as ensuring a respectful, inclusive workplace, gender equality and adapting to generational gaps, and anything else people find of interest. Join the conversation by commenting on blog posts and sharing your thoughts, personal experiences, and best practices on how you’re working to foster diversity and inclusion in your workplace.

Visit the Parks Inclusive! Intranet - Confluence page : <http://confluence:8090/display/PI/>

Co-Champions for People of Colour Employees community: Jewel Cunningham

jewel.cunningham@pc.gc.ca & Adriana Bacheschi adriana.bacheschi@pc.gc.ca

People of Colour Network Email: cdpc-pocec@pc.gc.ca

Anti-Racism Learning Series

The Anti-Racism Learning Series was designed to provide information on issues around racism and systemic barriers that exist for marginalized and racialized groups in Canada.

It provides access to tools, job aids, courses, workshops, and events on topics such as anti-Black racism, unconscious bias, disaggregated data, mental health, and the challenges faced by visible minorities in the public service.

Internet – Canada school of public service: <https://csps-efpc.gc.ca/anti-racism-eng.aspx>

Persons with Disabilities and Accessibility

Did you know? One commitment of the government of Canada is the hiring of 5,000 public servants with disabilities between 2020 and 2025. We all have a role to play in achieving the goals set out in the above strategy. We invite you to visit the information below, to see how you can show leadership towards the hiring of more public servants with a disability, and how you can contribute towards the achievement of a diverse and inclusive Parks Canada!

Parks Canada Persons with Disabilities Champion and Employee Network

Parks Canada’s Diversity and Inclusion Networks provide a forum where team members can reveal the barriers they face, and the bridges that we hope to build. Each network is paired with a champion. Find out more information on the Employee Network on Disability Issues and the Champion for Persons with Disabilities here.

Join the Employees with Disabilities Network. Help us elevate your voice and support timely actions that will make material differences in the working lives of Parks Canada team members with disabilities. If you are interested in attending, please email: cph-pwdc@pc.gc.ca.

*Co-Champions - Darlene Upton darlene.upton@pc.gc.ca & Nicholas Irving nicholas.irving@pc.gc.ca
Contact us - cph-pwdc@pc.gc.ca
Intranet - <http://intranet2/our-work/human-resources-directorate/hr-directorate/diversity-and-inclusion/employment-equity/accessibility/?lang=en>*

Indigenous Peoples

Parks Canada has created the Indigenous Workforce Strategies Team with the recognition that dedicated HR support was required to assist the Government of Canada's response to the Truth and Reconciliation Commission of Canada TRCs calls to action & Parks Canada's Mapping Change Work Plan.

Champion for Indigenous Employees: /Nadine Spence nadine.spence@pc.gc.ca
Email : ie-cdea@pc.gc.ca

*Intranet : <http://intranet2/our-work/human-resources-directorate/hr-directorate/indigenous-workforce-strategies/>
Learning & Resources - intranet: <http://intranet2/our-work/human-resources-directorate/hr-directorate/indigenous-workforce-strategies/learning-resources/?lang=en>
Wellness - intranet: <http://intranet2/our-work/human-resources-directorate/hr-directorate/indigenous-workforce-strategies/wellness/>
Contact us: pc.sea-iws.pc@canada.ca*

Human resources

Parks Canada Terms and Conditions of Employment for Students

This document includes the details of the terms and conditions of your employment at the Agency. Students are considered to be employees under the Parks Canada Agency Act and the Government Employees Compensation Act. As such, students are eligible for Parks Canada selection processes only if the area of selection specifically provides for their inclusion, as determined by the delegated manager. However, they are not subject to the Public Service Staff Relations Act and the Collective Agreement does not apply to students unless otherwise indicated in these Terms and Conditions of Employment.

Intranet: <http://intranet2/our-work/human-resources-directorate/hr-directorate/resourcing-policy/policy-documents/terms-and-conditions-of-employment-for-students/?lang=en>

Getting Pay Right

Parks Canada's mission to care for and present Canada's natural and cultural heritage starts with ensuring that the people who carry out that mission are cared for, especially if they experience pay issues.

ParksNet provides easy access to pay-related information within the Agency. Additionally, you can visit the Public Services and Procurement Canada (PSPC) website for general information related to pay, such as Phoenix news and updates, and Pay Highlights, which provides an overview of pay-related activities across federal organizations.

Nevertheless, if you have a pay issue or would like information or assistance, contact your manager, because he/she is your first point of contact who may be able to help you identify whether the source of the problem can be quickly resolved or if you need to follow an alternate course of action.

*Intranet: <http://intranet2/our-work/human-resources-directorate/transformation-of-pay.aspx?lang=en>
Extranet : <https://www.pc.gc.ca/en/EXTRAnet/Services#payandbenefits>*

Contact for help with pay, compensation and benefits, and for technical issues when using MyGCPay, the Compensation Web Applications (CWA) and the Phoenix pay system: <https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pay-pay-services-pay-centre-pay/cn-cu-eng.html>

Government of Canada Jobs

On this website, that you may have already used to apply for your current job, you will find tons of information on everything related to jobs in the public sector such as: searching for government jobs, temporary work assignments, jobs for Indigenous Peoples, job opportunities and inventories for graduates, second language self-assessment tests, self-declaration, and plenty more.

Internet - Opportunities to work for the federal government: <https://www.canada.ca/en/services/jobs.html>

How to prepare for a selection process at Parks Canada:

<https://www.youtube.com/watch?v=yhJU48uKMW8>

How to apply for jobs at Parks Canada: <https://www.youtube.com/watch?v=duBHmZQKBvY&t=2s>

Application Process – TBS Canada: <https://www.youtube.com/watch?v=0GW7P3g9hhl>

Applying for Government of Canada Jobs: What to expect: <https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/applying-government-canada-jobs-what-expect.htm>

Student and Youth Jobs

Parks Canada hires a large number of students and youth during the summer season and we would love to have you on our team. We offer a variety of jobs and are looking for youth with a wide range of interests and skills.

Short video showcasing some of the many students jobs available with Parks Canada:

<https://youtu.be/FGBwS23522A>

Learning activities

Learning is central to the daily work of all employees by fostering a variety of opportunities for formal and informal learning, sharing of expertise and reflection on a daily basis, in the workplace. The PCA one-stop shop for learning regroups everything you need to know regarding training.

Intranet: http://intranet2/our-work/human-resources-directorate/hr-directorate/learning-performance-and-recognition/hrd_ldr_mnu_one-stop_shop/?lang=en

Mandatory Training for Students

All training activities need to be discussed and approved by your supervisor. You have most likely already received training specific to your employment. However, there are specific courses that are mandatory for all PCA employees:

Parks Canada Agency

- Evolving Workplace: Everybody Wins
- Occupational Health and Safety
- HR to Pay Phoenix Training
- Quality Visitor Experience Training (QVE) (only mandatory for anyone who will be working in the presence of visitors)

Canada School of Public Service:

- Access to Information and Privacy Fundamentals (COR502) (only mandatory for anyone who generates records)
- Phoenix Self Service for Employees (COR101)
- Orientation to the Public Service (FON303)
- Harassment and Violence Prevention for Employees (WMT101)

Learning Path at Parks Canada - Intranet: http://intranet2/our-work/human-resources-directorate/hr-directorate/learning-performance-and-recognition/hrd_ldr_prg_learning-path-at-parks-canada/?lang=en

Canada School of Public Service

The primary responsibility of the Canada School of Public Service is to provide a broad range of learning opportunities and to establish a culture of learning within the public service. You can access their learning activities such as online training, learning paths, webinar and conferences, anytime, anywhere. Follow them on social media or subscribe to their GC Learning newsletter to be informed of all special and upcoming events.

Internet: <https://www.cspcs-efpc.gc.ca/index-eng.aspx>

Federal Youth Network

The Federal Youth Network (FYN) is the national network for young and new public servants across the Public Service of Canada. It began in 2002 and seeks to foster and promote engagement, innovation and career development through in-person and virtual programming such as Career Boot Camp and the FYN Virtual Learning Series.

Internet: https://wiki.gccollab.ca/Federal_Youth_Network/Federal_Youth_Network_-_R%C3%A9seau_des_jeunes_fonctionnaires_f%C3%A9d%C3%A9raux

FYN Virtual Learning Series - Internet : https://wiki.gccollab.ca/FYN_Virtual_Learning_Series_-_la_S%C3%A9rie_d%27apprentissage_virtuel_du_RJFF

Welcoming Event for Students

Every year, in collaboration with the Federal Youth Network, the Canada School of Public Service hosts a Welcoming Event for Students that features a full day of learning and networking activities for students working across the government. This year, it's May 31, 2023 1:00 pm to 4:15 pm (ET). Register to participate.

Internet: [GCStudents - ÉtudiantsGC/Events - Événements/Welcoming Event for Students — wiki \(gccollab.ca\)](https://wiki.gccollab.ca/GCStudents-%C3%A9tudiantsGC/Events-%C3%A9v%C3%A9nements/Welcoming-Event-for-Students)

Learning path for students

The following learning path is your reference to learn what you need to do to be your best. Along the way, you will find a multitude of resources and learning opportunities to acquire the basic knowledge needed by all public servants. There are also a variety of tools to support your work in a virtual work environment.

Internet: <https://www.cspcs-efpc.gc.ca/mngr/students-eng.aspx>

Student survey

The annual Student Exit Survey was implemented by the Treasury Board Secretariat to collect information from students about their employment experiences in the federal public service.

The Student Exit Survey provides a snapshot of students' work experiences in their current organization to help improve the student orientation process and ensure that students are provided with meaningful learning opportunities. The Student Exit Survey asks questions about recruitment and onboarding; well-being; communications; job fit; and career aspirations.

Internet: <https://www.canada.ca/en/treasury-board-secretariat/services/innovation/student-exit-survey.html>

Until Next Time!

We really hope that you have enjoyed your experience as a member of the Parks Canada Team.

Whether you are leaving for some well-deserved rest, to continue academics or other career pursuits, or simply awaiting the next season or the next contract, we hope that your experience with us was fulfilling, both personally and professionally.

We have enjoyed working with you and thank you for all you have done. Your contributions have made all the difference. We wish you all the best in your future endeavors.

Before you leave, you should visit the Until Next Time! Portal where you will find two checklists to be completed, one by you and one by your manager, to facilitate your departure.

Intranet link: <http://intranet2/our-work/human-resources-directorate/hr-directorate/learning-development-and-recognition/orientation-portal/exit/?lang=en>

Questions or Comments

For any questions or comments regarding this brochure, you should contact the team members of the Center of Expertise for Learning, Performance, and Recognition.

Email at apprentissage-learning@pc.gc.ca

Cette publication est aussi disponible en français.

For more information about the Student Employee Guide:

Center of Expertise for Learning, Performance and Recognition,

Leadership and Inclusion Branch, Human Resources and Employee Wellness Directorate

Email: apprentissage-learning@pc.gc.ca