# Onboarding Checklist — Student

At ESDC, the arrival of new employees and students is of great importance. From the onset, we want new employees and students to feel welcome and included in their new environment. As they transition into their new roles and responsibilities, we want to make sure that they are given the proper support to be productive with meaningful work as soon as possible.

**Pre-Arrival**

This is an opportunity to prepare and to make a positive initial impression. Do your part to be a good team player before even walking through the door.

* Stay in regular contact with your manager, especially if there is a long period between the job offer and the start date.
* Inform your manager as soon as possible if you require any workplace accommodations.
* Check your e-mail for your offer letter and a welcome package with general information.

|  |  |
| --- | --- |
| **If you work at the office** | **If you are teleworking or working remotely** |
| Before your first day, make sure you know where the workplace is located, your supervisor's contact information, your expected date and time of arrival, and the protocols in place for accessing the workplace.  | Before your first day, make sure you have your supervisor's contact information, the start date and your work schedule.Should you need to go to the workplace to pick up the equipment you need to perform your tasks, find out what protocols are in place for access to the workplace.For more information, see [Teleworking Best Practices](http://iservice.prv/eng/imit/catalogue/computer_devices/teleworking-best-practices.shtml). |

**First Day and First Week**

At ESDC, we want to make sure new employees have the tools and information to be at ease in their new work environment. This period is a great opportunity to learn about all the tools and resources available within ESDC, and to create accounts (e.g. [ILMS/Saba](http://iservice.prv/eng/college/saba/index.shtml), [MyKey](https://eajl-orca.securise-secure.gc.ca/O/vw/bienvenue-welcome-eng.pub), etc.)

### **First Day**

|  |  |
| --- | --- |
| **If you work at the office** | **If you are teleworking or working remotely** |
| Make sure you are familiar with the protocols in place to access the workplaces.On your first day of work, important information such as your workstation, emergency exits, bathrooms, etc. will be shared with you.Don't forget to bring photo identification. |  You should have all the necessary information to connect to the department's network via VPN or AppGate (e.g. connection grid).Make sure you establish a daily communication routine with your supervisor and familiarize yourself with the communication platforms (ex: Outlook, Skype, Teams). |

Things to do during the first day

* You will be asked to create accounts for the various platforms of the department.
	+ To find out which accounts you need to create, ask your supervisor (e.g. [GCconnex](https://gcconnex.gc.ca/newsfeed/), [GCpedia](https://www.gcpedia.gc.ca/wiki/?setlang=en&uselang=en), [GCcollab](https://www.gcpedia.gc.ca/wiki/?setlang=en&uselang=en)).
	+ If you are experiencing difficulties, you can contact the [Help Centre](http://iservice.prv/eng/imit/nsd/index.shtml).
* You are invited to review the [Terms and Conditions of Employment for Students](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12583).
* You will be able to explore the different platforms and learn more about the department.
	+ [iService](http://iservice.prv/eng/index.shtml) (the Department internal website)
		- [Student Page](http://iservice.prv/eng/student/index.shtml)
	+ [Intersection](http://esdc.prv/en/index.shtml) (newsletter for all ESDC employees)
	+ [The Top HR Clicks for Employees](http://iservice.prv/eng/hr/docs/top_hr_clicks_employees.pdf)

### **First Week**

* [Training](http://iservice.prv/eng/college/mandatory_training/index.shtml) has been made available to facilitate your onboarding into the department.
	+ The suggested trainings will be automatically added to your [Saba account](https://esdc.sabacloud.com/Saba/Web_wdk/CA1PRD0006/index/prelogin.rdf) during your first week of work.
* You will be asked to fill out your [work plan](http://iservice.prv/eng/student/docs/student-work-plan.docx) in collaboration with your supervisor.
	+ The [work plan](http://iservice.prv/eng/student/docs/student-work-plan.docx) will allow you to discuss the tasks that will be assigned to you during your student term.
* You will be provided with key information about compensation services and will be assisted in registering for your "[myKEY](https://eajl-orca.securise-secure.gc.ca/O/vw/bienvenue-welcome-eng.pub)". Make sure you understand how and when to use this tool (i.e. with the [Compensation Web Application](https://protege-secure.tpsgc-pwgsc.gc.ca/ouvdesessawr-cwasignin/ouverturesession-signin-fra.html?bmctx=37BC6B01EFF16632A1CEE66ACCA0D559FA86208D8B4146ABD54FDBC147604FA307A0C9A1E68920EB7E84E6D06E11984566732FF0D786208E783D78DBF7356742&contextType=external&username=string&contextValue=%252Foam&password=secure_string&challenge_url=https%253A%252F%252Fprotege-secure.tpsgc-pwgsc.gc.ca%252Fprelogpfra&request_id=-6377989419947543482&authn_try_count=0&locale=en_CA&resource_url=https%25253A%25252F%25252Finfo-insight.tpsgc-pwgsc.gc.ca%25252Ffr%25252Fmygcpay%25252Fchequepaie-paycheque), the [Public Service Performance Management Application](https://portal-portail.tbs-sct.gc.ca/home-eng.aspx), [PeopleSoft](http://iservice.prv/eng/esrp/erp_ps/index.shtml), etc.).

**First Month**

The first month is a period of adjustment. You should strengthen your understanding of the Department by learning about how ESDC is organized, and about policies and tools.

* In order to verify that you are on the right track with regard to the objectives of your [work plan](http://iservice.prv/eng/student/docs/student-work-plan.docx) look at the possibility of discussing them with your supervisor
* You will have a meeting with the student ambassador from your branch/region to welcome you to the Department.
	+ [List of Student Network Ambassadors](https://teams.microsoft.com/l/file/29C40F80-603C-475E-96AE-E74695DDB158?tenantId=9ed55846-8a81-4246-acd8-b1a01abfc0d1&fileType=xlsx&objectUrl=https%3A%2F%2F014gc.sharepoint.com%2Fsites%2FEDSC.tudiants-Students.ESDC%2FShared%20Documents%2FGeneral%2FLISTE%20DES%20AMBASSADEURS_AMBASSADORS%20LIST%2FEDSC%20-%20STUDENT%20ONBOARDING%20-%20AMBASSADORS%20-%20CONTACTS.xlsx&baseUrl=https%3A%2F%2F014gc.sharepoint.com%2Fsites%2FEDSC.tudiants-Students.ESDC&serviceName=teams&threadId=19:2384b76a1a284bdd9ade905f8b726d89@thread.tacv2&groupId=72597007-1b0a-42c1-b65d-43507650b782)
	+ The Student Network email address

**From 6 Months (depending on the length of your work term)**

After a few months, you should now have a solid sense of your role and the "lay of the land".

* Together with your supervisor, re-evaluate the objectives of your [work plan](http://iservice.prv/eng/student/docs/student-work-plan.docx). You will have the opportunity to receive feedback on your performance to date.
* Highlight any concerns you may have about your role or your work environment.
* Congratulate yourself on completing your work contract and don't forget to fill out the Student Experience Survey!

**One Year**

After one year, you are no longer considered as a new employee: you should now be full-fledged, experienced members of the team. You should have developed an in-depth understanding of the job and what is expected from you.