

ABOUT THIS ORIENTATION HANDBOOK

This Orientation Handbook is intended to assist new employees in navigating through the various policies, practices and procedures of the Department. The content will assist new employees in their integration into the workplace and serve as an ongoing reference tool.

The Orientation Handbook was developed by the Centre for Corporate Services Learning (CFSS) with input from departmental divisions. A copy of the Handbook will be distributed to all Headquarters divisions and a copy will also be available in the Services Centre (SERV).

This is the initial publication of the Orientation Handbook. The materials will be revised periodically.

While the information herein is as accurate and as current as possible, the contents should not be considered legally authoritative. Employees are therefore advised to take advantage of other sources of information, such as departmental manuals.

Please note that the coordinates for some of the DFAIT Intranet sites will likely change in the near future.

Your comments and suggestions would be greatly appreciated. Please contact Mike Carroll (CFSS) at 944-2407.