

ORIENTATION – ROLE OF MANAGER/DESIGNATE

Orientation helps ensure that new staff members will be productive and comfortable in their roles when they begin work with DFAIT. Both the Department and the new employee have important roles to play. During the course of the first few days in the Department, it is suggested that managers meet with newcomers to discuss the role of the division, work objectives, office procedures and introduce the new employee to key colleagues. A listing of topics for discussion is included in the section describing the employee role in orientation. By following these steps the Department will be better able to comply with Treasury Board objectives concerning orientation of new employees as well as the spirit of the Human Resources Development Strategy.

In addition, before hiring an employee there are procedures to follow with regard to SECURITY and PREPARING THE WORKSITE.

SECURITY

When hiring a new employee, the responsible manager or staffing officer is required to undertake a security screening process for the individual. A properly conducted personnel screening ensures that the candidate about to be hired is the right individual for the job.

The security screening process applies to all positions in the Department and to all phases of the contracting process, including short term employees, agency staff, individuals under contract and any individual working at a Canadian mission abroad.

If the individual already has federal government experience, a verification of the persons security status is all that is required before employment. If the individual does not have an ERC (Enhanced Reliability Check) or a security clearance, a complete security screening must be completed). The following are the relevant forms:

1. *Personnel Security Screening Request and Authorization* (Form TBS/SCT 330-23);
2. *Personnel Security Assessment for Levels I and II* (Form TBS/SCT 330-279) to obtain an Enhanced Reliability Check (ERC) or a SECRET Security Clearance;
3. *The Personnel Security Clearance Questionnaire* (Form TBS/SCT 330-60) to obtain a TOP SECRET Security Clearance.

The above forms are available from SRAM, BG-162.

A set of fingerprints is also required.

Building Passes

Swipe card entry devices are installed at the entrance of each tower. The following four colours of departmental and temporary building passes allow access to the Lester B. Pearson Building:

- **BLUE:** unlimited access 24 hours, 7 days a week
- **GREEN:** limited access 0700–1800, 5 days a week
- **RED:** public areas, frequent visitor
- **PINK:** limited access 0700–1800, 5 days a week (no escorting or access to classified material)