



PERSONNEL MANAGEMENT BUREAU

6. Services Centre

PERSONNEL MANAGEMENT BUREAU

Overview

Assignments
Division

Recruitment,
Counselling &
Promotion
Division

FSD Policy &
Administration
Division

Executive
Pool/Heads of
Mission Division

Services
Centre

Employee
Assistance
Program

BRIEFINGS & WORKSHOPS

Delivery Standard

1. Pre-posting briefings - briefings and workshops related to the needs of rotational employees and their families	Confirmation of registration within 2 days Program offered from mid-February to end of June	
2. Re-entry briefings - briefings and workshops related to the needs of rotational employees and their families	Confirmation of registration within 2 days Offered from mid-September to mid-November	
3. Spousal workshops - offered to spouses of rotational employees or employees assigned on single assignments to assist in finding employment while abroad and when returning to Canada	Confirmation of registration within 2 days Offered from mid-February to June and from mid-September to mid-November	
4. Retirement workshops - offered to employees and spouses to assist in their preparation for retirement	Confirmation of registration within 2 days Offered from mid-September to end of March	

SPOUSAL EMPLOYMENT

Delivery Standard

1. Provide information and assistance on job placements, building work search skills and networking	Acknowledge request within 2 days	
2. Provide password and guidance on how to post resumes on the spousal databank	Acknowledge request within 2 days	
3. Provide information, guidance and funding to missions hiring a community coordinator	Acknowledge request within 2 days	
4. Provide audits and assistance to spouses regarding FSD17 claims	5 days to process claims, if all documents provided 15 more days to receive payment from PWGSC	
5. Provide information and guidance to managers on the spousal databank	Within 2 days	