

ORIENTATION – ROLE OF NEW EMPLOYEE

As a new employee of the Department of Foreign Affairs and International Trade (DFAIT), you play an important role in your orientation. Orientation is a process that involves both your manager and yourself. Your manager's role in orientation is discussed separately. You are encouraged to learn as much as possible about your new work environment. This will assist you to assume your work responsibilities and enhance your ability to contribute to the effectiveness of the organization. To get the most out of the orientation follow these hints:

- Complete the *Schedule of Calls (New Employees)* (Form EXT 1308) given to you by your Human Resources Specialist (sample of form follows).
- View the Orientation Video (“Working for Canada... *at Home and Abroad*”) available in SERV. Telephone 944-2029.
- Register for SIGNET-related training (Outlook mail, WP8, etc.). Telephone 944-0616.
- Register for the Orientation to DFAIT course held monthly on the 2nd Thursday in English and on the 3rd Thursday in French. Telephone 944-2407.
- Meet with the Service Centre Advisor in SERV if you have queries relating to administrative issues. (Refer to the entry under Services Centre in this handbook for details.)
- Contact ISDT to register for the Introduction to Security course and obtain a copy of Security and Safety Practices. Telephone 992-6704 or send an e-mail to Darquise Rochon.
- Meet with your manager (or designate) to discuss work-related issues:
 - Role of the division
 - Key priorities of division
 - Work objectives
 - Hours of work
 - Work tools — procedures, manuals
 - Security procedures
 - SIGNET account
 - Telephone and voice mail
 - Approval for orientation training
 - Meet work colleagues
 - Tour of immediate work area — photocopier, supplies, printer, first aid post, shredder, recycling centre, washroom, kitchen facilities (microwave, fridge)

Take note of things that might be missed in the Orientation process. Approximately three months after taking the DFAIT 101 course you will be asked to evaluate the Orientation process.