

# The Posting Cycle

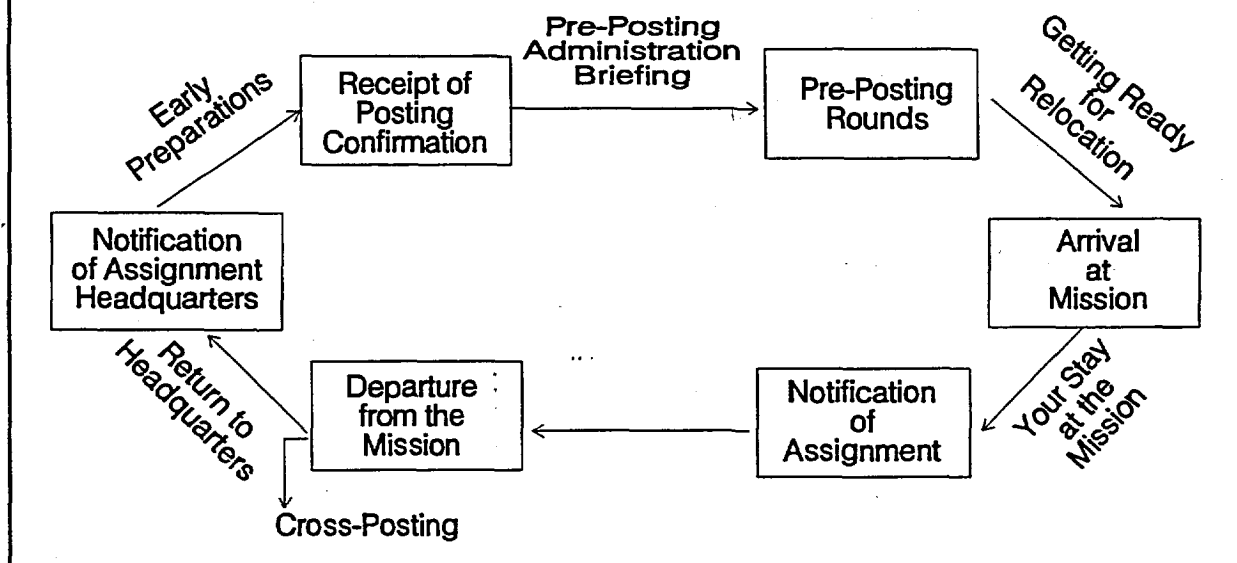


Figure 1

on their expected staff changes — who will move, who will extend, and what qualities are required in a successor. In October/November, consultations take place with branches in Ottawa to review the outlook for projected vacancies abroad and at headquarters. At this time, posting extensions are also confirmed.

In December/January, short lists of candidates for positions abroad are drawn up. Discussions with geographic division managers, functional division managers, if appropriate, and Heads of Mission take place. From January to March, short lists are negotiated and confirmed with managers and Heads of Mission and discussed with candidates. Candidates are referred to The Services Centre (SERV) for information on missions and children's educational considerations.

Between February and May, your assignment will be confirmed. The final Posting Confirmation will be issued after medical examinations are completed. You will be referred to The Services Centre (SERV) to begin rounds and to undertake specialized training and workshops that will prepare you and your family for your posting. The timing for your arrival at the mission will be confirmed, as well as any language training required, and special considerations will be explored concerning children's education and spousal employment. Then between June and August you will depart for the mission.

## The Services Centre

There's a comfortable spot located on the main floor of the Lester B. Pearson Building. This is The Services Centre (SERV), the logical place for you and your spouse to begin your preparations. (Spouses are welcome to contact The Services Centre directly.) The Services Centre offers a wealth of resources and its main role is to assist you in preparing for your posting and thereby help you to integrate more rapidly into your new life abroad.

As soon as you and your family have been notified of your assignment, drop by The Services Centre to pick up any pertinent information available. This includes mission reports, medical reports, general administrative information, reports on educational facilities for your children and accounts of