



# Federal Internship for Newcomers Program

## *Information for Managers*

### Foreign Credentials Referral Office

credentials.gc.ca

#### What is the Federal Internship for Newcomers Program?

- The Federal Internship for Newcomers (FIN) Program, delivered through the Foreign Credentials Referral Office (FCRO) of Citizenship and Immigration Canada (CIC), is designed to provide eligible newcomers with the opportunity to gain valuable Canadian work experience within the federal government for a specified period of time. The FIN Program is open to permanent residents and Canadian citizens who have been in Canada less than 10 years.
- The Program is currently delivered in partnership with Local Agencies Serving Immigrants (LASI), Service Intégration Travail Outaouais (SITO) and World University Services Canada (WUSC).

#### What are the objectives of the FIN Program?

- To improve newcomers' integration into the Canadian labour market by providing them with valuable Canadian work experience.
- To support public service renewal and diversity objectives across the federal government.

#### How are the FIN interns selected?

- Applicants must be registered with one of FIN's partners: LASI, SITO or WUSC.
- Applicants are screened by the partners for job readiness (functional language capacity in English or French, minimum Canadian Language Benchmark of 6-8, referral to appropriate licensing/assessment body

for credential assessment, and referral to additional training for résumé-writing and job-coaching courses if needed).

- If deemed job ready, the candidate applies online to the Program.
- The application is screened by CIC against the posted statement of merit criteria.
- Formal interviews are conducted with the screened candidates.
- Pools of qualified candidates are created and résumés are referred to hiring managers.
- Hiring managers conduct reference checks and informal interviews of one or more candidates for a position.

#### How does the FIN Program work?

- Interns are offered an initial 90-day casual appointment and, where possible, a second casual appointment in the same group to maximize their learning opportunity within the Government of Canada. The majority of interns begin their placements in September.
- Each intern is paired with a mentor for the duration of the internship and provided with various training (e.g. cross-cultural training).

#### What do I need to do as a hiring manager?

- Identify and define a position within your group that can be filled with a casual appointment.
- Complete the FIN request form which includes the contact information and basic information about the position.





- Receive résumés of qualified candidates from CIC. There may be some overlap of referred candidates.
- Conduct informal interviews (to ensure “best fit”), reference checks and security clearances.
- Work with Human Resources in your department to complete a letter of offer and send a request for the second casual placement if applicable.
- Attend the cross-cultural training course offered through CIC at no charge (a certificate is given at the end of the training).

#### **What types of placements are given to the interns?**

- Placements are based on departmental requirements in a given year and the qualifications of candidates.

#### **Are candidates eligible to reapply for the Program?**

Yes. Candidates who meet Program requirements are eligible to reapply once. However, total participation in the program cannot exceed 20 months.

#### **Who to contact for more information?**

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#### **What is the time line?**

\*In order to accommodate secret clearances, the process will commence in early 2011.

- January/February: A call will be sent to all departments and agencies to identify and define positions within their group that can be filled with a casual appointment.
- Spring 2011: A statement of merit is posted for each stream, and partners pre-screen and submit applications to the FIN Program.
- Spring 2011: All candidates are interviewed and pools are created.
- May-August: Candidates are referred to hiring managers.
- September: Interns begin their first casual placement.
- Candidates in a pool can be placed anytime during the year.