



# 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 participating public and private sector organizations 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 the following immigrant-serving organizations (ISOs):

##### **National**

- World University Services Canada (WUSC)

##### **Ottawa/Gatineau**

- Local Agencies Serving Immigrants (LASI)
- Service Intégration Travail Outaouais (SITO)

##### **Greater Toronto Area (GTA)**

- Members of the Consortium of Agencies Serving Internationally Trained Persons (CASIP) (current members include COSTI Immigrant Services, ACCES, Skills for Change, JVS, Micro Skills, Job Start, Humber College and Seneca College)

##### **Vancouver/Victoria**

- Immigrant Services Society of British Columbia (ISSofBC)
- Back in Motion
- MOSAIC
- SUCCESS
- Training Innovations
- Douglas College
- Victoria Immigrant and Refugee Centre Society

Additional locations are determined according to departmental demand.

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

- To assist in the integration of newcomers into the Canadian labour market by providing them with valuable Canadian work experience.
- To promote diversity in federal departments and support public service renewal across the federal government.

#### **How are the FIN interns selected?**

- Applicants must be registered with one of FIN's ISO partners as listed above.
- Applicants must be screened by the partner ISOs for job readiness (functional language capacity in English or French [minimum Canadian Language Benchmark of 6], referral to appropriate licensing or assessment body for credential assessment, and referral to additional training for résumé-writing and job-coaching courses if needed).
- If deemed job ready by the ISO, the candidate applies online at [www.jobs.gc.ca](http://www.jobs.gc.ca) in the spring.
- CIC screens applications against the posted statement of merit criteria.
- CIC conducts formal interviews with the screened candidates.
- CIC creates pools of qualified candidates and refers résumés to hiring managers.
- Hiring managers conduct reference checks, informal interviews and security clearances 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. However, an organization may request qualified candidates throughout the year.
- 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 manager request form that includes basic information about the position.
- Receive the résumés of qualified candidates from CIC. There may be some overlap of referred candidates.
- Conduct informal interviews (to ensure “right fit”), reference checks and security clearances.
- Work with Human Resources in your department to prepare a letter of offer and begin the security clearance process. 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).
- Placements are paid by the hiring organization.

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

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

### What is the time line?

In order to accommodate security clearances, the process will commence early in the year.

- A call will be sent to all departments and agencies to identify the positions within their group that can be filled with a casual appointment.
- Spring: ISO partners screen candidates for employment readiness. A statement of merit criteria (SOMC) is posted for each stream on jobs.gc.ca.
- Summer: All candidates are screened against the SOMC and interviewed by CIC. Successful candidates are placed in pools.
- 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.

### Who to contact for more information?

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Programme fédéral de stage pour les nouveaux arrivants