



# Federal Internship for Newcomers Program

## *Information for Candidates*

### *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 local immigrant-serving organizations (ISO) in Ottawa, Toronto and Vancouver/Victoria (see “Contacts” below for further information).

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

- To improve newcomers’ integration into the Canadian labour market by providing them with valuable 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 partners as listed in “Contacts” below.
- Applicants must be screened by the partners 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, the candidate applies online at [www.jobs.gc.ca](http://www.jobs.gc.ca) in the spring (please check with your ISO for further details on the application process).
- The application is screened 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, informal interviews and security clearances of one or more candidates for a position.

#### **How does the FIN Program work?**

- Interns are offered a 90-day appointment and, where possible, a second 90-day appointment in the same group to maximize their learning opportunity in 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).





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### What are the benefits of the internship?

- Gain valuable Canadian work experience in the public sector.
- Expand networking opportunities.
- Participate in various training sessions and improve career development opportunities.

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

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

### What are the steps to apply?

- If you are interested in this opportunity, please contact one of the partnering ISOs to be screened for job readiness. This is a mandatory requirement for the FIN Program and your ISO will be contacted to verify that you have successfully undergone the screening assessment as explained above.
- Once you have been successfully screened by a partnering ISO and you meet all the eligibility criteria for the FIN Program, please apply online.
- Candidates can apply online at [www.jobs.gc.ca](http://www.jobs.gc.ca) in the spring. Please check with your ISO for further details on the application process.

### Contacts for more information

#### National

WUSC (for those who have been sponsored through the WUSC Student Refugee Program only):  
[wusc@wusc.ca](mailto:wusc@wusc.ca) 613-798-7477 / 1-800-267-8699

#### Ottawa/Gatineau

LASI: [ws@ottawa-worldskills.org](mailto:ws@ottawa-worldskills.org); 613-233-0453  
SITO: [info@sito.qc.ca](mailto:info@sito.qc.ca); 819-776-2260

#### Toronto

COSTI: [info@costi.org](mailto:info@costi.org); 416-658-1600

ACCES Employment Services: 416-921-1800

Skills for Change: Telephone 416-658-3101;  
Fax 416-658-6292; Info Line 416-658-7090

JVS: [services@jvstoronto.org](mailto:services@jvstoronto.org); 416-787-1151, ext. 1

Micro Skills: [admin@microskills.ca](mailto:admin@microskills.ca);  
1-877-979-3999

Job Start: 416-231-2295

Humber College: [enquiry@humber.ca](mailto:enquiry@humber.ca);  
416-675-3111

Seneca College: [career.services@senecac.on.ca](mailto:career.services@senecac.on.ca);  
416-491-5050, ext. 6007

#### Vancouver/Victoria

Douglas College: 604-588-7772

ISSofBC: [iss@issbc.org](mailto:iss@issbc.org); 604-684-2561

Back in Motion: 1-877-575-2262

MOSAIC: [mosaic@mosaicbc.com](mailto:mosaic@mosaicbc.com); 604-254-9626

SUCCESS: 604-524-1088

Training Innovations: [info@training-innovations.com](mailto:info@training-innovations.com); 604-298-4720

Victoria Immigrant and Refugee Centre Society:  
[info@vircs.bc.ca](mailto:info@vircs.bc.ca); 250-361-9433

**Candidates in a pool can be placed anytime during the year.  
Qualified candidates are not guaranteed a placement.**

**For further information on how to apply, please visit [www.credentials.gc.ca](http://www.credentials.gc.ca)**



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Programme fédéral de stage pour les nouveaux arrivants