CAREER

MARKETPLACE

Connect. Grow. Contribute.

Mentoring Tutorials

Sign up for an account

1. Create an account at GCconnex.gc.ca (for internal mentoring) or GCcollab.ca (for external mentoring) and complete the registration from.

2. Use your Government of Canada e-mail address to sign-up.

3. Select your home department.

4. Choose a password.

5. Provide your display name.

6. Read the terms and condition, and check the box.

7. Once the form is complete, click the **Register** button.

You will receive an email confirmation via the email address you registered certifying the creation of your account.

Registration form

* Enter your e-mail *(Required)*

* Confirm your e-mail *(Required)*

* Department *(Required)*

Administrative Tribunals Support Service of Canada ▾

* Your username (auto-generated) *(Required)*

* Password *(Required)*

* Confirm your Password *(Required)*

* Display name *(Required)*

Please enter your first and last name, as you are known in the workplace. As per the Terms and Conditions, your display name must reflect your real name. Pseudonyms are not allowed.

☐ I have read, understood, and agree to the terms and conditions of use.

Register

Sign up as a mentor

1. Log on to GCconnex.gc.ca or GCcollab.ca and complete your profile by including key details about your current position and your **skills** so that prospective mentees may know more about you.

2. In the menu at the top of the page, go to **Career** and select **Career Marketplace**.
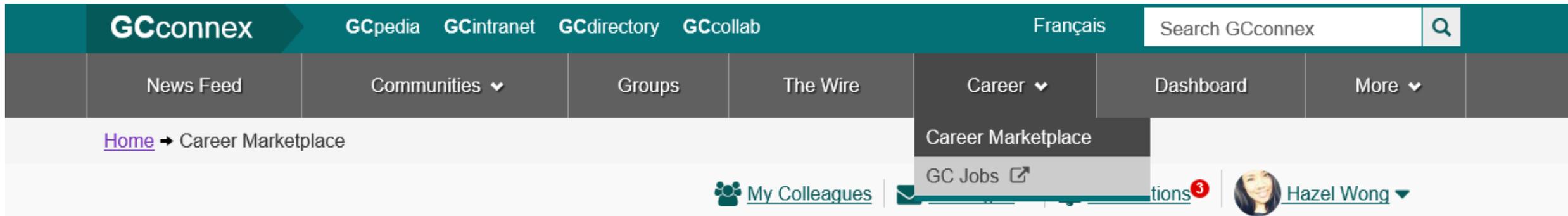
3. To gain full access to the Career Marketplace and register as a mentor, click the **Opt in to Opportunities** button.

4. Check the boxes to the opportunities that you are interested in finding or creating. If you are interested in being a mentor, check the "Mentor" box to opt-in.

Opt In

This information will be used by the Career Marketplace and will not be visible to users browsing your profile.

At-Level Mobility

Micro-Mission
☑Participant ☑Host

Assignment/ Secondment
☑Participant ☑Host

Deployment
☑Participant ☑Host

☑Job Swap Seeker

☑Job Rotation

Developmental Opportunities

Mentoring
☑Mentee ☑Mentor

Job Shadowing
☑Participant ☑Host

Skill Sharing
☑Participant ☑Host

Peer Coaching
☑Participant ☑Host

☑Job Sharing

Save   Cancel

Post a mentoring opportunity

1. To post a mentoring opportunity, click the **Create opportunity** button found on the right of the Career Marketplace page.

2. Complete the fields under **Step 1: Poster Information, Step 2: Opportunity Details and Step 3: Opportunity Requirements.** You may use this template document to draft your opportunity.

Step 1: Poster Information

Fill out the following fields with the appropriate information:

1. **Your name**: This information is auto-generated based on the information in your GCconnex profile. Adjust if necessary.

2. **Your department or agency**: Select your department or agency using the dropdown menu.

3. **Your email**: This information is auto-generated based on the information in your GCconnex profile. Adjust if necessary.

4. **Phone number**: Optional.

5. **Check the box** to agree to:

- provide all selected candidates with the appropriate guidance and direction for the tasks involved in the opportunity.

- complete a feedback form which may be sent at the end of the opportunity.

6. Click **Next.**   Next

Step 2: Opportunity Details

1.Bilingual opportunity title: Enter the title of your opportunity *in both official languages.* The title should be precise and direct, as it will be the header of your opportunity posting. We recommend being specific in what the task entails.

2.Type of opportunity: Using the drop-down menu, select the type of opportunity you wish to create (e.g. mentoring.)

3.Program area: Optional. Using the drop-down menu, select the field of work that most closely corresponds with your opportunity.

Type of opportunity:

- Micro-Mission
- Mentoring
- Job Swap
- Job Shadowing
- Assignment/ Secondment
- Deployment
- Job Rotation
- Skill Sharing
- Peer Coaching
- Job Sharing

* Program area: *(required)*

- Administration
- Client Service
- Communications
- Finance
- Human Resources
- Information Technology
- Legal/Regulatory
- Policy
- Science
- Security/Enforcement
- Other

4. **Group/Classification:** If applicable, use the drop-down menu and text box to identify the group and level required for your opportunity. Not usually applicable for mentorship.

5. **Number of opportunities**: Using the drop-down menu, select the number of participants you are seeking to mentor.

6. **Ideal start date:** Click on the field and use the pop-up calendar to select the opportunity's preferred start date.

7. **Ideal completion date**: Click on the field and using the pop-up calendar, select a date to indicate the opportunity's ideal end date.

8. **Application deadline**: Click on the field and using the pop-up calendar, select a date for the application deadline.

* Ideal start date
(required) :

Ideal completion date:

* Application deadline
(required) :

«	Sep	2016	»

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12

9. **Bilingual description of opportunity**: Optional. In the free text box you can provide additional information about the opportunity. For example, if you are offering to be a mentor, you could describe the skills and experience you excel at and how you may contribute to the relationship. *Please type in both official languages.*

10. **Check the box** if you want the opportunity to be limited to your department. Note: Users from other departments will be able to view your opportunity posting but not apply.

11. Click **Next**.

Step 3: Opportunity Requirements

1. **Skills:** Using the auto-suggest text box, identify the top skills your opportunity consist of. Note: This will be used by the matching system to generate a list of potentially qualified candidates for your opportunity based on the skills you are seeking and the information provided in user profiles (i.e. user skills, job experience, job title, education, etc.).
If you are offering to be mentor, use this box to highlight the skills you wish to share, for example, "leadership".

Skills: Pro ✕ ❌ Delete

Problem Solving

Process Improvement

Process Management

Process Mapping

Procurement And Commissioning

2. **Time in hours**: In the text box, indicate the time needed (in hours) to complete the opportunity. Then using the drop-down menu, specify the time frame (i.e., per day, per week or per month). For example, as a mentor, how much time are you hoping to dedicate with your mentee – an hour a week, two hours a month, etc.

3. The **Specific Time Requirements** section is optional if you wish to set a specific schedule base on your availability. Click on the heading to view the additional fields and complete the form using the drop-down menus.

✔ Specific Time Requirements *(Optional)*

Time zone: [⌄]

Start time

Duration	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	HH:mm	HH:mm	HH:mm	HH:mm	HH:mm	HH:mm	HH:mm
	HH:mm	HH:mm	HH:mm	HH:mm	HH:mm	HH:mm	HH:mm

Example: Start at 14:30 with duration 01:15

4. **Opportunity can be completed virtually**: Check this box if your opportunity can be completed remotely. This is a great way to mentor virtually via telephone or video call.

5. **Location**: Using the drop-down menu, indicate your location.

6. **Security level**: If applicable, use the drop-down menu to select the appropriate security level required to participate in your opportunity. Not usually applicable for mentorship.

7. The **Language Requirements** section is optional. Click on the heading to view the additional fields and complete the form using the drop-down menus. Not usually applicable for mentorship.


8. When you are pleased with the information you've provided in your post, click the **Create Opportunity** button to publish the posting.

After your mentoring opportunity has been posted, you will be redirected to a page that lists potential candidates based on the skills you've identified and the information provided in user profiles. If no list appears, it is likely that your skill requirements were too specific and no user profile on GCconnex or GCcollab (based on the platform you are using) match all your requirements. You may wish to edit your post accordingly.
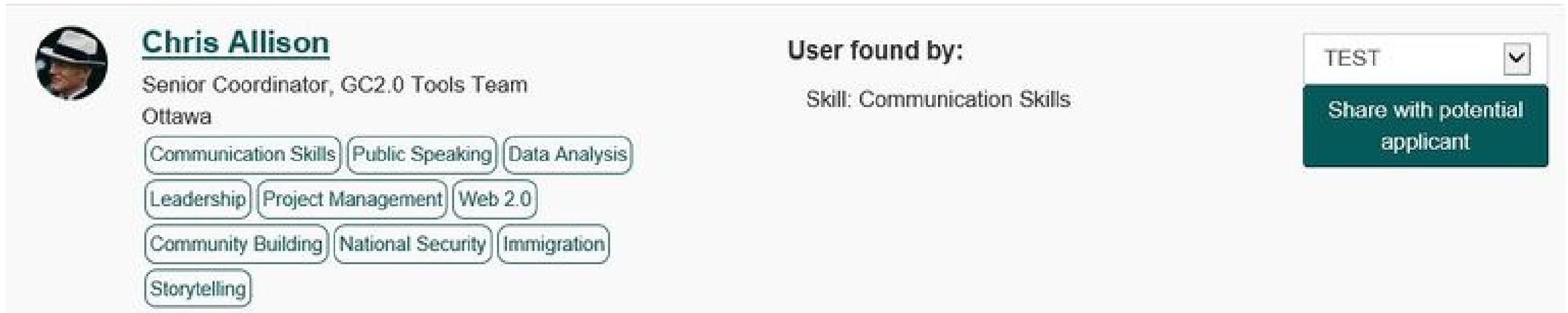
Chris Allison
Senior Coordinator, GC2.0 Tools Team
Ottawa

Communication Skills | Public Speaking | Data Analysis

Leadership | Project Management | Web 2.0

Community Building | National Security | Immigration

Storytelling

User found by:

Skill: Communication Skills

TEST

Share with potential applicant

If you identify users who appear to be qualified for your opportunity, click **Share with potential applicant** for them to receive a copy of the post and apply if they wish.

Respond to mentoring application(s)

1. You will receive notifications via GCconnex or GCcollab (depending on the platform you created the opportunity on) when users apply to your posting. Click on the link provided in the notification to redirect to the opportunity posting main page. **Note**: from the Career Marketplace site, you will also see a red icon in the top right corner of your opportunity's tile indicating the number of applicants to your opportunity. Also, from the bottom of the opportunity tile, you may click **View** to redirect to the opportunity posting main page and see the applicant(s).

5 Applicants

Willing to mentor a new or aspiring Executive /...

Mentoring (offering)

Le français suit... Hello everyone! I recently started a new exciting job at Immigration, Refugees and Citizenship Canada as the Assistant Deputy Minister of the Corporate Services...

Date: 2018-02-05 to unknown
        1 hours per month
Posted: 2018-01-30 10:18
Apply by: 2018-02-02

zaina Sovani

View   Share   Apply

2. On the opportunity posting main page, to the right of the screen will appear the names of each applicant to your opportunity. You may click on their name(s) to view their full profile and details about their work experience and skills.

Applicants:

Michelle Segger

HR Policy and Programs Analyst in a Central Agency / Analyste en RH des politiques et programmes - Organisme central

Ottawa   Add colleague

Offer   Remove

3. Back on the opportunity posting main page, by clicking the buttons, you may choose to **Offer** your opportunity to the applicant(s), or **Remove** them as a potential candidate. The user will receive an automatic notification of the action.

Note:

- You may only offer your opportunity to the same number of candidates as there are available opportunities in the posting.

- Once you have offered your opportunity to an applicant, he or she will either Accept or Decline your offer and you will be notified of their action.

- Once a participant accepts your opportunity, contact them to coordinate the work.

- Upon completion of the opportunity, click the **Complete** button to deactivate/close the opportunity listing so that other users may no longer apply. The Career Marketplace system will automatically log this action in its analytics as a match found.