



Continuing our commitment

The CNSC ALUMNI PROGRAM

INTRODUCTION

The CNSC's Alumni Program helps the CNSC harness the unique knowledge and technical expertise that many of our retired CNSC employees have developed over the years. Returning Alumni commonly undertake short-term projects or facilitate knowledge transfer by mentoring or coaching other employees. At the same time, CNSC retirees have opportunities to continue to exercise their professional skills during their early retirement years in a manner that is flexible and suited to their personal situation.

BASIC ELEMENTS OF THE PROGRAM

Any former CNSC employee who is currently retired may apply to the Program. The objective of the Program is to allow hiring managers to retain the services of retirees who may possess certain specialized skills, technical knowledge or important corporate memory thus providing the opportunity for them to pass along this knowledge through mentoring or coaching other employees. These individuals may also be engaged to address periods of high workload, unexpected absences or to undertake short-term projects. The Program provides a process for identifying employees interested in participating as Alumni and for managers to match them with job requirements. The Human Resources Directorate is responsible for the implementation of the Alumni Program, including the maintenance of its inventory.

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PROCEDURES

Retired CNSC employees who are interested in continuing to engage in work related to their area of expertise should register in the Alumni inventory which is available under the “Job Opportunities” section of the [Careers at CNSC web page](#). Details related to their interests, preferences and qualifications are included in the inventory. The inventory is used to engage individuals as employees or as contractors, depending on the situation.

Once registered, the individual’s security clearance (if applicable) will need to be maintained as active.

Managers have no obligation to use the Alumni inventory, nor does inclusion in the inventory guarantee employment or priority for hiring to those who have registered.

Managers who identify a need for a certain skill set may request a search of the inventory and referral of candidates for consideration. Given the nature of the Program, they may also request referral of any specific individual of interest.

As this Program is not intended as a means of filling permanent or ongoing positions, individuals are hired on an "as required" basis for a specified period.

Requests for extension under the Alumni Program are subject to the review of the Human Resources Directorate.