



LIBRARY OF PARLIAMENT  
BIBLIOTHÈQUE DU PARLEMENT

## **Become a Parliamentary Guide!**

Are you a bilingual university student?

If so, apply to join our team of Parliamentary Guides!

The Parliamentary Guide Program is an excellent experience for those who want to hone their public speaking abilities while perfecting their official second language.

Join us to live an unforgettable experience while interpreting the history, architecture, and legislative process of Parliament!

### **Duties**

Parliamentary Guides work in both official languages and provide several valuable services by:

- Delivering guided tours of Canada's Parliament Buildings.
- Greeting and welcoming visitors both inside and outside the parliamentary buildings.
- Interpreting Canada's political history, its legislative process and the art and architecture of the Parliament buildings.
- Adapting tour content to suit the needs of various groups, including visitors, dignitaries, and school groups.
- Assisting and serving Parliamentarians, parliamentary staff, and the public.

### **Personal and Skill Development**

As a Parliamentary Guide you will...

- Improve your public speaking and presentation skills.
- Gain extensive knowledge of Canada's history and political system, as well as the art and architecture of the Parliament buildings.



- Practice and perfect your second official language.
- Develop interpersonal and teamwork skills.
- Build confidence and expand your creativity.
- Gain experience working in a fast-paced environment as you face quickly evolving situations.
- Grow your critical thinking skills, and professional development, with the support of your supervisors.
- Improve your client service and communication skills.

## **Wage**

- Guides are paid \$21.64 per hour.

## **Basic Requirements**

To apply, you must:

- Be a Canadian citizen or a permanent resident.
- Be a student at a recognized university and provide a registrar's seal (or equivalent, i.e., proof of payment).
- Be available for full-time employment, including weekend availability, from May 2022 – August 2022. The Library may suspend or cancel this selection process if public access to Parliament is not expected to resume in time for the summer tour season.
- Be able to communicate fluently in English and French.

The Library requires all employees to be fully vaccinated against COVID-19. This is an essential condition of employment that applies to indeterminate, determinate, student, guide and intern hiring. Should you reach the point in the selection process where it is necessary to verify terms and conditions of employment, the hiring manager or Human Resources will contact you to confirm your vaccination status and arrange to have your proof of vaccination verified prior to your start date.

An occupational health and safety risk assessment will be conducted before guided tours resume. All necessary precautions as per contemporary public health guidance will be taken to protect the health and safety of parliamentary guides and visitors as well as all other personnel working at Parliament.

## How to Apply

You **must** apply online using the electronic application form (available at [www.lop.parl.ca/guides](http://www.lop.parl.ca/guides)) **by 14 February 2022**.

The additional documents listed below must be uploaded in **PDF** format in the online form and files named as follows:

- **Your curriculum vitae** (FAMILYNAME-cv);
- **A cover letter** (FAMILYNAME-letter);
- **Proof of registration, payment or a certificate confirming your student status** (FAMILYNAME-proof)

**\* Only complete applications will be considered \***

## Selection Criteria

Applicants to the Parliamentary Guide Program will be assessed according to the following criteria:

- Creativity, adaptability, confidence, and a capacity to engage.
- Initiative, focus and teamwork.
- Professionalism and judgment.
- Superior oral communication and interpersonal skills.
- Ability to converse clearly, coherently, and accurately, and to convey and understand a message easily in their second language at a superior level, as assessed by the House of Commons Language Assessment Centre.
- Knowledge of the Canadian legislative process and the history of Parliament.

## Recruitment Process

- Following the deadline, all applications are evaluated, and a list of candidates is prepared.
- Candidates are asked to complete and submit security clearance forms.
- Candidates will be contacted for second language testing by the House of Commons Language Assessment Centre.



- The Library of Parliament will contact candidates to schedule an online exam approximately one week in advance. An online interview will also be scheduled with approximately one week's notice.

In accordance with current public health guidelines, all exams and interviews will take place online.

## **Information**

If you have any questions about the Parliamentary Guide Program, the selection process, or if you have trouble submitting your application, please email [guides@parl.gc.ca](mailto:guides@parl.gc.ca) or call 613-947-2182.