VIU Student Campus Employment

Financial Aid and Awards

2023 Canada Summer Jobs

Application Information Form and Instructions

# **2023 CSJ APPLICATIONS**

**Please read the following information before completing this form.**

**For 2023,** **CSJ will offer quality jobs over the summer months.** **The jobs will need to end by September 3, 2023**. Jobs will need to be full time with a minimum of 30 hours a week and a duration of between 6 and 16 consecutive weeks. CSJ will reimburse 50% of minimum wage, which is currently $15.65/hour.

# Important Dates

* The earliest job start date is April 24, 2023
* The latest job start date is July 24, 2023
* The latest job end date is September 2, 2023
* Funding confirmations will be sent to the Student Employment office starting in April 2023. We will pass on the information as soon as possible after receiving it but **please allow flexibility in determining the start date since jobs can’t start until we have received this notification and signed/returned the Agreement**.

# Other Information

* This funding is for hiring youth between 15 and 30 at the start of the employment period. They must either be Canadian citizens, permanent residents, or have been granted refugee status in Canada, and be legally entitled to work according to provincial legislation and regulations
* Mandatory Employment Related Costs are not reimbursed but must be paid by us. These include EI premiums, CPP contributions, vacation pay, and WorkSafe contributions
* Canada Summer Jobs-funded positions cannot displace or replace existing employees, laid off employees awaiting recall, or employees on vacation or maternity leave
* As per section 19.1, Nepotism, of the Articles of Agreement, no cost incurred by the Employer in relation to a Participant who is a member of the Immediate Family of the Employer or who is a member of the Immediate Family of an officer or director of the Employer, is eligible for reimbursement under the Agreement
* As the intention of the CSJ program is to help youth Canadians successfully transition into the labour market, a youth participant should be employed in only one CSJ-funded job per project. Employers are to hire the number of youth identified in their agreement
* Canada Summer Jobs may confirm employment details with Payroll and request an interview with funded employees to confirm that the position follows the funding agreement
* Since this is for full-time work in the Summer, all CSJ appointments will be set up for bi-weekly pay on a fixed schedule

# Eligibility

To be eligible, youth must:

* Be between 15 and 30 years of age at the beginning of the employment period\*
	+ They may be more than 30 years of age at the end of the employment period as long as they were 30 at the beginning of the employment period
* Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
* Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Eligible projects:

* Provide full-time work experience in Canada between April 24, 2023 and September 2, 2023 for a minimum of six weeks and a maximum of 16 weeks. Details of the funded amount will be included in your approval email
* Provide a work experience in an inclusive non-discriminatory work environment that respects the rights of all Canadians
* Support skills acquisition and development

Ineligible projects and job activities:

* Have activities that take place outside of Canada
* Include activities that contribute to the provision of a personal service to the employer
* Involve partisan political activities
* Cannot displace or replace existing employees or volunteers
* Include fundraising activities to cover salary costs for the youth participant
* Projects or job activities that
	+ Restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression
	+ Advocate intolerance, discrimination and/or prejudice
	+ Actively work to undermine or restrict a woman’s access to sexual and reproductive health services

# Assessment Criteria

Applications will be assessed for quality against the following criteria:

1. Provide quality work experiences for youth;

2. Provide youth with opportunity to develop and improve their skills; and,

3. Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

## Objective 1: Provide quality work experiences for youth (30 points)

The quality of the work experience will be assessed against the following criteria:

1. The job(s) provides a salary above the provincial or territorial minimum wage. (10 points)

2. You intend to retain the youth as an employee following the end of the CSJ agreement. (5 points)

This additional work can be full-time or part-time. Note that you will be required to report on whether you retained the youth as part of the mandatory reporting process.

3. The youth will receive supervision. (15 points)

**Supervision plan**

The supervision plan should be task-oriented and focused on the specific job activities contained in your application. To be eligible, you must complete all of the fields in the Supervision Plan section of the application:

## Objective 2: Provide youth with opportunity to develop and improve their skills (45 points)

1. The youth will receive mentoring. (15 points)

**Mentoring plan**

To be eligible, you must provide all of the mandatory pieces of information:

2. You must identify the skills that will be developed during the work placement. **Note that your description of job tasks and responsibilities must make clear how the skills you select will be developed.** (30 points)

The application form lists the following skills:

Client service Teamwork Communication Digital Skills Leadership Other

## Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers (25 points)

**1. National Priorities (15 points)**

Points will be awarded to projects that support national priorities. If your application demonstrates that it meets more than one national priority, you will be awarded additional points.

**IMPORTANT: If an organization expresses plans to hire a youth under a national priority, it is expected to undertake all reasonable recruitment efforts to hire a priority youth and to document these efforts. Should an application supporting a national priority be approved, recruitment and hiring plans may be monitored to determine whether they reflect what was stated in your application.**

**2. Local Priorities (10 points)**

Local priorities are established for each constituency by Members of Parliament throughout the country taking into account local labour market information. Indicate which local priorities your project supports. If your application demonstrates that it meets more than one local priority, you will be awarded additional points.

## NOTE: it is not mandatory for Members of Parliament to establish local priorities. You will not be penalized during assessment if your Member of Parliament has not established local priorities.

# **INFORMATION FOR APPLICATION**

**All information requested here is required** for your application to be considered by CSJ. See below for assistance, or refer to the attached Applicant Guide for more information.

**STUDENT JOB TITLE:**

**NUMBER OF PARTICIPANTS REQUESTED FOR THIS JOB TITLE:**

**SUPERVISOR: DEPARTMENT:**

**DEAN: WORK ORDER NUMBER:**

**# OF WEEKS: (min. of 6): HOURS/WEEK: (min. of 30):**

**ANTICIPATED START DATE: HOURLY WAGE: ($15.65 min.)**

## Tasks and Responsibilities

Your description of job tasks and responsibilities for each job title must clearly demonstrate how the skills identified below will be developed. Please see above for a list of ineligible activities. (4000 characters)

## Skills Development Plan

**Please select the skills the participant will develop during this placement.**

[ ] Client Service Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.

[ ] Teamwork Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.

[ ] Communication Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.

[ ] Digital Skills Digital Skills refers to the skills needed to understand and use digital systems, tools and applications, and to process Digital Skills information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.

[ ] Leadership Leadership refers to a number of skills, including communication, relationship building, and the ability to delegate, as well as traits such as honesty. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.

[ ]  Other

**Language required for job: (Please choose only one)**

[ ] English[ ] French [ ] Other

## Supervision Plan

The supervision plan should be task-oriented and focused on the specific job activities contained in the application. For more information, please see the Applicant Guide.

**Supervisor Job Title: (Please choose only one)**

[ ] Executive Director[ ] Manager[ ] Director

[ ] Supervisor[ ] Other

**Identify the type of your supervision plan: (Please choose only one)**

[ ] On-site

[ ] Remote

[ ] Combination

**Frequency: (Please choose only one)**

[ ] Daily[ ] Weekly[ ] Less than once per week

**How much experience does the supervisor have in a supervisory role? (Please choose only one)**

[ ] Less than one year

[ ] One to two years

[ ] More than two years

**Type of feedback to be provided to youth: (Please choose only one)**

[ ] Formal (Scheduled, Written)

[ ] Informal (Unscheduled, Verbal)

**Supervisor will provide:** [ ] Job-Specific Training

[ ] Work Instructions and Tasks

[ ] Evaluation of Work

[ ] Other (please specify)

## Mentoring Plan

Mentoring is a relationship between an experienced mentor and a less experienced person – in this case the youth employee.Through regular meetings, the mentor will share their professional experience with the youth and support skills development to help the youth enter the labour market. For more information, please refer to the Applicant Guide.

**Mentor Job Title – select one**

[ ] Executive Director[ ] Manager[ ]  Director

[ ] Supervisor[ ] Other

**Identify the type of mentoring plan: (Please choose only one)**

[ ] One-on-One

[ ] Team

**Frequency: (Please choose only one)**

[ ] Weekly

[ ] Monthly

[ ] Less than once per month

**Does the mentor have previous experience in a mentorship role? (Please choose only one)**

[ ] Less than one year

[ ] One to two years

[ ] More than two years

**Mentor-Mentee Relationship: (Please choose only one)**

[ ] Formal (regular meetings, career-development goals established)

[ ] Informational (irregular meetings, no career-development goals established)

**Mentor will provide:** [ ] Support for Skills Development

[ ] Career-related training

[ ] Access to learning materials

[ ] Other (please specify)

## Work Experience

**Will this job provide a career-related work experience? (Please choose only one)**

[ ] Yes

[ ] No

**Preferred Level of Education of the Participant: (Please choose only one)**

[ ] Secondary

[ ] Post-Secondary

[ ] No preference (including non-students, recent graduate, etc.)

**Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs Agreement? (Please choose only one)**

[ ] Yes

[ ] No

## National Priorities

National Priorities are established to help the program achieve its objectives of helping young people, particularly those facing barriers to employment, to transition to the labour market. Additional points will be awarded to projects that demonstrate support for one or more national priorities.

**\*Does this job support a national priority?** [ ] Yes

[ ] No

**If yes, indicate which national priority or priorities from the list below.**

**Youth with disabilities** [ ] Yes

[ ] No

**Black and other racialized youth** [ ] Yes

[ ] No

**Indigenous youth** [ ] Yes

[ ] No

## Local Priorities

Local priorities are established for each constituency by Members of Parliament throughout the country taking into account community services and local events, local labour market information, including sectors experiencing labour shortages, and national priorities.

**Does this job support your Member of Parliament’s local priorities? See below for more information.** [ ] Yes[ ] No

**If yes, indicate which local priority or priorities (see below). If it meets more than one local priority, you will be awarded additional points. (Maximum 4000 characters)**

## Authorizations

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**IMMEDIATE SUPERVISOR SIGNATURE** **DATE**

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**DEAN/DIRECTOR/CAMPUS PRINCIPAL SIGNATURE DATE**

**PLEASE PRINT, SCAN, SIGN, AND EMAIL THESE PAGES IN WORD FORMAT TO STUDENTEMPLOYMENT@VIU.CA.**

## Local Priorities

**­­Courtenay-Alberni**

* **Support for a specific type of project: Projects supporting environmental protection**
* **Support for a specific type of project: Local charities**
* **Support for projects that offer programs and/or support to specific target groups: Indigenous**
* **Support for projects in a specific economic sector: Food Security**
* **Support for projects in a specific economic sector: Chamber of Commerce**

**Cowichan-Malahat-Langford**

* **Support for a local event: Community events**
* **Support for a specific type of project: Projects supporting local and regional tourism development**
* **Support for projects that offer programs and/or support to specific target groups: Indigenous Youth**
* **Support for projects in a specific economic sector: Agricultural, forestry, fishing and hunting**
* **Support for a specific type of project: Projects supporting environmental protection**

**Nanaimo-Ladysmith**

* **Support for projects that offer programs and/or support to specific target groups: Persons with disabilities**
* **Support for projects that offer programs and/or support to specific target groups: Indigenous Youth**
* **Support for projects that offer programs and/or support to specific target groups: 2SLGBTQI+ youth**
* **Support for a specific type of project: Projects supporting environmental protection**
* **Support for a specific type of project: Projects supporting the skilled trades**

**North Island-Powell River**

* **Support for a specific type of project: Projects supporting environmental protection**
* **Support for projects that offer programs and/or support to specific target groups: Indigenous Youth**
* **Support for a specific type of project: Projects supporting not for profit organizations**
* **Support for projects that offer programs and/or support to specific target groups: Seniors**
* **Support for projects that offer programs and/or support to specific target groups: 2SLGBTQI+ youth**

# **CONTACT**

For more information on this application, please contact Bernie Heise in the Student Employment Office at 250-740-6420, or email studentemployment@viu.ca.

**Good luck with your application!**