

# EMPLOYING STUDENT TALENT



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**A guide to help start ups and small and medium sized organizations  
find and integrate student talent into your workplaces**

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# EMPLOYING STUDENT TALENT

Looking for the next talent for your business? Have you considered students and new graduates?

Whether you have a small project needing attention, or are ready to create a full new position, consider a student or new graduate to fill that need.

Queen's students are talented, diverse, and experienced. Each year, over 22,000 students attend Queen's from more than 108 different countries. Our students are ranked amongst the top achieving students in Canada with an undergraduate entrance average of 89.4%.

With over 17 faculties and schools with a variety of degree programs including Arts and Science, Law, Business, Computing, Education, Engineering, and Health Sciences, we are confident that Queen's has the student talent your organization is looking for.

Furthermore, by hiring a Queen's student, you are contributing to the City of Kingston's long-term talent retention strategies, giving more students an inside view of the variety and depth of career opportunities in Kingston.







As a relatively new independent high school, we have unique needs and are able to provide summer students with a great deal of responsibility within their assigned portfolio. In fact, given that we are a growing enterprise, we are looking to hire someone in this field in the near future. [Hiring] this [student position] has allowed both the school and the student to consider a full-time future together.

**Elizabeth Turcke**  
Head of School | Leahurst College





# NEXT STEPS

Focus on CSR  
 simplify mapping  
 someone own  
 CSR as "brand" of a "broker"  
 replace that with curiosity  
 CSO

Building for and community  
 increased urban rural divide  
 new perspective on what it is to be a community  
 greater community  
 IPST for the premium  
 cloud  
 cloud

increased urban or rural?

increased urban or rural?

Strategic for City/Region  
 what is that broker role?

Smart City as "broker" role story  
 life lived happily  
 tell the story and make it engaging  
 story to a personal culture  
 engage that story in a smart city as brand

tried to...  
 I don't...

PWS...  
 Public City...

Partner...  
 EDC...



# QUEEN'S STUDENTS ARE...

## Skilled & Knowledgeable

With a student learning experience founded on the development of skills in critical thinking, problem solving and communication, you can rest assured that new hires will be ready to apply these foundational skills to your projects and initiatives.

Because Queen's is one of Canada's leading research-intensive universities, both graduate and undergraduate students are exposed to cutting-edge research and innovations in their subject areas. Students are eager to apply subject-specific knowledge and technical skills to help you meet your business/organizational needs.



The City of Kingston continues to have great success in recruiting students from Queen's University. We actively participate in on-campus activities and are always impressed with the breadth of knowledge, skills and effort the students at Queen's bring to their work at the City.

**Dave Mignault**

Manager, Organization Development | City of Kingston



## Experienced

Queen's students are involved in a wide range of curricular and co-curricular learning experiences. Through their roles in student government, co-curricular clubs, on-campus work, design teams, course-based community projects, study abroad and work-integrated learning opportunities, students are exposed to a wide range of practical tasks throughout their time at Queen's.

As a result of these opportunities, Queen's students come into the workplace with experience such as managing budgets, acquiring talent, fundraising, supervising teams, overseeing operations, planning events and engaging with community partners. Just think of all the ways that they could apply these skills to your organization.

## Highly Motivated

Queen's enrolls some of the best and brightest students from around the world. With an 89.4% average entry grade, Queen's students start their degrees hungry to acquire the knowledge, skills and experience they will need to flourish after they graduate.



During my degree at Queen's, I worked and volunteered in a variety of positions on campus, including administrative and student training roles, as a group leader for a local service learning program, and as a Peer Health Educator. I also sat on a Mental Health Working Group, founded and led a conference, volunteered with community organizations and joined clubs and intramural sports.

I was able to integrate seamlessly into my first post-grad role because I already had the skills to plan and execute projects, communicate with colleagues, and support student staff. In fact, my supervisor has given me a lot of positive feedback about how organized I am and how quickly I was able to take on a leadership role in my assigned projects.

**Julia Witmer**  
Project Coordinator | Queen's University



But Queen's students aren't just motivated by academics, they're also one of the most highly engaged student bodies across Canada. In fact, most of our students are involved in clubs, student government, and athletics. This means students come into the workplace understanding how to balance competing demands on their time and energy, which is a skill needed in most workplaces.

### **Diverse and Interculturally Competent**

Queen's students come from every imaginable background, small towns and suburbs, urban centres, Indigenous communities and from more than 100 countries around the world. With diversity, inclusivity and intercultural competence being a priority of the university, the student learning experience at Queen's is infused with these important values. Whether it's taking part in the International Centre's Intercultural Competence Certificate, or the Cultural Safety Training workshops with our Indigenous Student Centre, or joining one of our many clubs or task forces related to gender equity, racism, and accessibility, students are learning what is needed to foster and support diverse and empowering working and learning environments.

## Entrepreneurial

The Dunin-Deshpande Queen's Innovation Centre (DDQIC) champions innovation and entrepreneurship in the community by providing programming in building successful businesses, mentorship, and incubation/acceleration for entrepreneurially-minded Queen's students. Students develop career skills through workshops, building ventures, and entrepreneurial pitch competitions, as they develop their understanding of business models and markets, teamwork, systems and design thinking, and innovation. Students are instilled with a change-maker mindset that makes them well-suited for intrapreneurial initiatives within your organization, and an understanding of key business elements.



One summer during my Master of Management Innovation & Entrepreneurship (MMIE) program at Queen's, I joined the Queen's Innovation Centre Summer Initiative (QICSI) program. I built a team around the business as well as building the business itself, and findings ways to integrate insights from potential clients, QICSI team and advisors, and MMIE professors. Being part of QICSI helped me to engage more with the local Kingston community as well as generating leads for our start-up. Hence, I quickly realized that the support system and network I had just generated in Kingston would be almost impossible to build in any other city in Canada or around the world. At this point, I decided to live in Kingston, as well as setting up the business in this beautiful town.

### **Norman Musengimana**

Student | Master of Management Innovation & Entrepreneurship,  
Queen's University





# UNDERGRADUATE STUDENTS HIGHLIGHTS

- Computing – 300+ students who have completed a professional internship through Computing
- Creative Arts – 50+ publically presented student productions and performances on campus each year
- Commerce – 85%+ of commerce students participate in an international exchange.



85%

- Humanities – Opportunities for international exchange in 24 different countries
- Languages and Cultures – 14 languages taught at Queen’s
- Life and Physical Sciences – 6-12 hours per week spent learning hands-on in a lab in first-year science
- Social Sciences – 140+ students completed a Dual Degree within the Social Sciences last year
- Engineering – 10 world-class degree programs
- Nursing - 3+ years of clinical practice and 2+ years of simulation sessions with colleagues in medicine and physiotherapy



- Concurrent Education – 90+ countries worldwide where Queen’s Education alumni have taught and are teaching.

# GRADUATE STUDENTS

**4200** GRADUATE STUDENTS  
**200** GRADUATE PROGRAMS  
**7** FACULTIES

With over 4,200 graduate students studying in more than 200 graduate programs spread across 7 faculties, Queen's has the second largest concentration of graduate students in Ontario - that's a significant pool of talent for your organization to draw from.

Queen's graduate students develop expertise on the cutting edge of multiple disciplines, including engineering, computing, medicine, biological and environmental sciences, law, business, policy, languages, literature, art and art conservation, to name just a few. Graduate students develop research and project management skills through courses and a growing array of graduate internships, practicums, course-based projects and community-engagement initiatives. Through these opportunities, our graduate students are acquiring readily transferable skills in critical thinking, communication, leadership and teamwork. Queen's graduate students are ready and able to apply their innovative, problem-solving mindset to help address your organizational needs!

## Faculties with Graduate Programs

- Faculty of Health Sciences
- Faculty of Arts and Science
- Faculty of Engineering and Applied Sciences
- Faculty of Law
- Smith School of Business
- Faculty of Education
- School of Policy Studies

# WHAT STUDENTS ARE STUDYING AT QUEEN'S

As you consider what positions in your organization a student or new graduate could fill, it may be helpful to know more about what students are learning while at Queen's.

Programs at Queen's are guided by the Queen's Learning Outcomes Framework, which acts as a learning blueprint for courses and programs. Check out the list below to see what types of knowledge, skills and habits of mind are prioritized throughout the Queen's learning experience.

## **INTEGRITY**

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- Initiative, persistence and resilience
- Nurturing self and others
- Academic and professional integrity
- Personal responsibility and accountability

Take initiative to bring about positive change in academic, professional and personal contexts, guided by the principles of integrity, empathy and equity.

## **KNOWLEDGE AND INTELLECTUAL CAPACITIES**

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- Disciplinary and interdisciplinary knowledge
- Diverse sources and forms of knowledge, and expanded world-views
- Indigenous knowledge and ways of knowing
- Critical and creative thinking
- Information literacy
- Qualitative and quantitative literacy

Critically engage with diverse materials and global worldviews to develop informed and historically contextualized judgements while considering the conditions of knowledge production and the need for ongoing learning.







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## **RESEARCH-FOCUSED | PRACTICE-ORIENTED**

- Foundations of lifelong learning
- Application of knowledge and methodologies
- Knowledge creation, discovery and dissemination
- Inquiry and analysis
- Ethical conduct

Engage with learning and discovery, transferring knowledge and skills to new situations, experiences and environments while adhering to research ethics protocols and respectful community engagement, including OCAP Principles.

---

## **PERSONAL AND INTERPERSONAL CAPACITIES**

- Self-management
- Disposition to improve
- Ethical reasoning
- Collaboration
- Oral and written communication

Contribute meaningfully in group environments using both oral and written communication and inclusive language, recognizing the need to self-manage and situate their values, beliefs and experiences.

---

## **SOCIAL RESPONSIBILITY AND COMMUNITY ENGAGEMENT**

- Engaged citizenship
- Inclusive leadership
- Local and global learning
- Intercultural competence
- Promoting the public interest and social wellbeing
- Environmental sustainability

Make meaningful contributions, both locally and globally, and develop skills and attributes through academic and experiential opportunities that support appropriate interactions in diverse contexts

# WHAT CAN STUDENTS AND NEW GRADS DO?

The options are endless, depending on your organization and the unique skill sets of students you hire. To help you think about options, here are some example roles:

## Biotechnology

- Research Technician
- Process Engineer
- Biotech Analyst

## Communications

- Public Relations Specialist
- Communication Coordinator
- Content Advisor

## Data Analysis

- Data Reviewer
- Analytical Developer
- Business Data Analyst

## Education and Training

- Employment Development Coordinator
- Training Specialist
- Learning and Development Assistant

## Engineering

- Engineer in Training
- Product Designer
- Technical Support

## Environment and Sustainability

- Sustainable Development Consultant
- Sustainability Researcher
- Environmental Officer

## Event Planning

- Executive Assistant
- Outdoor Marketing & Events Coordinator
- Public Relations Specialist

## Finance

- Financial Analyst
- Manager in Training
- Fund Accountant





# “

The student is a gift to our organization. We are a high paced, high stress, deadline oriented business and failure is not an option. Having the student as part of our team has accelerated our productivity and efficiency and has helped us maximize our quality of work. Our employees are working less overtime and yet we're still meeting deadlines with great success.

**Brian Frommer**  
Thousand Islands Playhouse

# ”





### **Geographic Information Systems**

- Restoration Technician
- GIS Analyst
- Quality Assurance Technician

### **Health and Safety**

- Quality Program Assistant
- Health Policy Officer
- Health and Safety Inspector

### **Human Resources**

- Graduate Recruiter
- Organizational Culture Coordinator
- Benefits Assistant

### **Information Management**

- Evaluation Specialist
- Technical Sales Representative
- IT Support Analyst

### **Marketing and Sales**

- Brand Manager
- Digital Marketing Associate
- Product Specialist

### **Mining**

- Mine Planning Engineer
- Field Technician
- Community Liaison

### **Pharmaceuticals**

- Pharmaceutical Sales Representative
- Chemical Operator
- Laboratory Technician

### **Policy Development**

- Social Researcher
- Housing Officer
- Public Affairs Consultant

### **Power Generation**

- Building Maintenance Technician
- Procurement Specialist
- Inspector

### **Regulatory Affairs**

- Clinical Document Specialist
- Record Manager
- Catalogue Entry Associate

### **Security Intelligence**

- Information Security Analyst
- Incident Handler
- Privacy Officer

### **Software Development**

- Gaming Specialist
- Software Developer
- Cloud Engineering

### **Technical Writing**

- Content Creator
- Technical Writer
- Digital Content Writer

### **Transportation Planning and Urban Design**

- Planner
- Transportation Designer
- Rail Inspector

+ more!



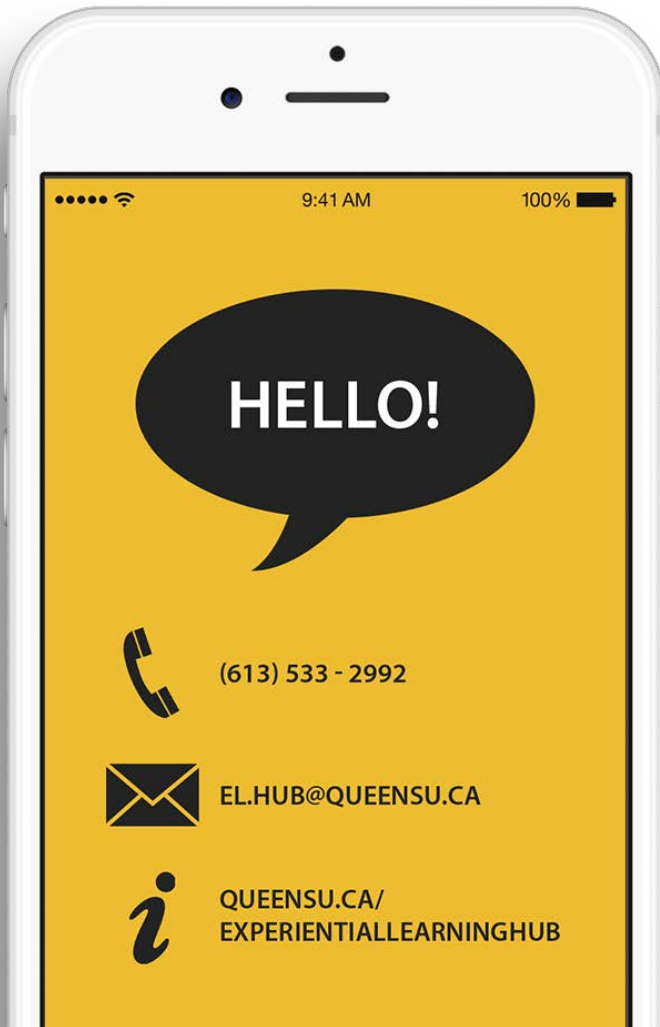


# HOW CAN I CONNECT WITH QUEEN'S STUDENTS?

First time looking for student talent? Or looking for something different than you've done before? We make it as easy as possible for you to assess your options and then connect with students and new graduates.

## STEP 1: CONTACT THE EXPERIENTIAL LEARNING HUB

Queen's is a big place with lots of different programs. While that variety gives you options, it also means you may not know where to start. Use our EL Hub as your "front door" to recruiting at Queen's. Our staff will listen to your needs and provide recommendations and connections for your next steps.





“With the help of Queen’s I received four applications and I didn’t quite understand how much this would benefit my business. Within 30 days of hiring the student to help with digital sales, we saw more than 10x growth and now we are an international company with customers from Ontario to Miami and all along the eastern United States.”

**Jonathan Ladha**  
Owner | Bench Dog





## QUESTION'S WE'LL ASK

- What roles are you interested in hiring students for?
- Does the position focus on one major project/role, or does it cover a variety of small projects/roles?
- What are your organization's goals and priorities?
- What stage of the hiring process are you at?
- Do you have a job description drafted?
- Who is responsible for supervising/mentoring the student or new graduate?
- Do you need any assistance in designing the interview process?
- Are there certain academic programs at Queen's you're interested in learning more about?





## **STEP 2: CONNECTIONS AND RECRUITMENT SERVICES**

After your initial consultation, depending on your interests, we will:

1. Connect you with our recruitment specialists
2. Make referrals to experiential learning programs
3. Assist you in using our free online job postings
4. Recommend additional recruitment services to help you promote your positions, such as career fairs and featured job postings:

Annual fairs (exact dates and times set each year)

Career Fair (September)

Fall Eng & Tech Fair (October)

Summer Opportunities Fair (January)

Winter Eng & Tech Fair (January)









# WAYS TO INTEGRATE A STUDENT OR NEW GRADUATE INTO YOUR WORKPLACE

**Jobs**

Part-Time Jobs

Summer Jobs

New Graduates

**Experiential Learning**

Internships

Projects



## **Jobs**

You can hire students directly into your organization through part-time jobs, summer jobs or as new graduates. Jobs are considered to be independent of the students' degree requirements. The EL Hub at Queen's can help you promote these roles. Once students/new grads are hired, training and employee development are managed by the employer.

### **Part-time Jobs**

Queen's graduate and undergraduate students look for part-time jobs during the school year not only as a means of financial support, but also as an important way to gain practical work experience. Part-time positions are a cost-effective way to get to know what Queen's students have to offer your organization, and can be an important first step in developing the talent you need in future full-time roles.

### **Summer Jobs**

Many of our undergraduate students are enthusiastic to stay in Kingston during the summer to experience all that Kingston has to offer. We've found that spending a summer working and living in Kingston makes students feel connected to the Kingston community and often leads them to be more interested in looking for full time employment in Kingston after graduation.



© SYED AZEEM AHMED QUADRI

Summer students can be an important addition to your organization, especially when it comes to taking on special projects or seasonal tasks. As with a part-time job, hiring a summer student creates an opportunity for you to get to know a student, which can lead to a full-time hire after graduation.

### **New Graduates**

Queen's students are open to staying in Kingston after they graduate, but they're often not aware of the range of employment opportunities that exist and may default their search to larger urban centres across the country. If you've already integrated a student into your workplace through an internship or part time employment, consider extending a full time position after they graduate. If you haven't yet had the opportunity to have a student work for you, consider consulting with the EL Hub on how to write a job description that will attract a new graduate. By hiring a new graduate, you'll expand the innovative talent within your organization while building the career of a future leader.

### **Hiring directly for jobs in your organization means:**

- You will determine the length of the position, number of hours, rate of pay
- The EL Hub can help you write a targeted job description
- The EL Hub can help you promote your opportunity to students

## Experiential Learning (EL)

EL programs at the university also allow you to integrate students as interns or practicum students, or, if you have short-term, project based work, you may want to collaborate with students through a course project. EL roles are part of the students' degree requirements. The EL Hub at Queen's can help you promote these roles, and once students are "hired" there is an on-going partnership with the university while that student is with your organization.

## Internships and Practica

An internship or practicum is an opportunity for you to include a student in your operations for a period of time – meeting your needs and providing a learning opportunity for the student. These are a formal part of a student's degree. While working with you during their internship/practicum, they will also have support from the university, and will need to complete academic components of the experience (eg performance evaluations, reports).

## Projects

An EL project is an opportunity for you to get a specific project done, while providing students with a course-related, professional learning experience. You'll consult with course instructor in designing a relevant project that works within the timeline of the course and your team's work schedule.





## Hiring through an experiential learning program means:

- There will be specific requirements for you as the host organization, but they will not be onerous. For example, supervisors will usually need to provide a list of tasks to be performed and may be asked to complete a performance evaluation
- You are creating learning opportunities for students, while at the same time getting your business needs met
- There are staff coordinating the program who will help you through any paperwork and will be able to connect you with very targeted groups of students specific to your needs
- There will be some parameters for number of hours and length, in order for the experience to fit into the students' academic schedule

“

As an organization that strives to deliver excellence to customers from all over the world, Tourism Kingston was looking for student workers with a passion to help and the drive to promote the City of Kingston. The students acquired [through Queen's] are mature, personable and genuinely willing to help our organization hit its goals and help visitors achieve the best experience possible during their stay.

**David Anderson**

Assistant Manager, Visitor Experience Centre | Tourism Kingston

”



# LET'S CHAT!

Experiential Learning Hub  
Gordon Hall  
74 Union Street  
Queen's University  
Kingston, ON  
K7L3N6

[queensu.ca/experientiallearninghub](https://queensu.ca/experientiallearninghub)  
[el.hub@queensu.ca](mailto:el.hub@queensu.ca)  
613-533-6000 (ext. 32841)



Integrating students into your workplace is easy and provides great return on investment. Whether it's through a job or an experiential learning program, the EL Hub can help you at each step of the process.

Ready to get started?

Contact the EL Hub today so that we can help you find and develop the talent you need.

And don't forget to check out the tools and resources section of this guide. In the following pages you'll find our FAQs, tips for how to attract students to your organization, and how to develop student-employee talent in your workplace.

**TOOLS**

AND

**RESOUR**

**RACES**

# FREQUENTLY ASKED QUESTIONS

## **Is it a lot of work to supervise a student or new graduate?**

Like for any new hire, supervisors will invest time in training and mentoring a new student employee to ensure a positive work environment for the new hire, which leads to increased productivity and contributions to your organization. Consider hiring students through part-time, summer or internship roles as a way to get to know potential full-time candidates and assess their fit and supervision needs.

## **Do Queen's students want to work in Kingston? I've heard Queen's graduates don't want to stay in Kingston.**

Many Queen's students simply aren't aware of the diversity of opportunities available to them in Kingston. But by creating part-time and summer jobs for Queen's students, you'll increase their exposure to the greater Kingston community and all of the benefits of staying and working in Kingston after graduation. We continually hear from our students that after spending a summer in Kingston, they have a better understanding of all that Kingston has to offer and they feel more confident in exploring longer-term work opportunities.

## **Can I hire international students?**

Yes! It is easy to hire full-time international students registered at Queen's – in fact, international students can be hired into all of the types of off-campus jobs and experiential learning options discussed in this guide. International students can make a big impact on your organization, bringing global perspectives, international work experiences and cultural diversity into the workplace.

The Queen's University International Centre (QUIC) looks after advising international students on how to obtain a social insurance number and the study and/or work permits required to work in Canada.

As the employer, your responsibility is to ensure that the international student can show proof of a SIN number and the correct study and/or work permit. If you're new to hiring international students, contact the EL Hub and we'll connect you with advisors at the QUIC to review the role and provide information regarding steps required to complete the hiring process.

## **We've never worked with Queen's before to hire for our organization. How should I get started?**

Getting started is easy. Simply contact the EL Hub at [el.hub@queensu.ca](mailto:el.hub@queensu.ca) to start a discussion with an EL Coordinator about the types of roles you're hiring for and what you're looking for in an applicant. We'll listen to your needs and make suggestions for how to target the type of students or new graduates you're looking to attract to your organization.

## **Queen's is a big place with a lot of departments. Who should I contact to find out more about the types of programs I can recruit from or partner with for EL experiences and projects?**

The easiest thing to do is start by contacting the EL Hub at [el.hub@queensu.ca](mailto:el.hub@queensu.ca). An EL Coordinator will help you navigate the diversity of programs and experiential learning opportunities available to Queen's students so that you get access to the types of students you're looking to attract to your organization. We'll put you in touch with program coordinators, department representatives and other staff and faculty on campus based on your hiring needs.

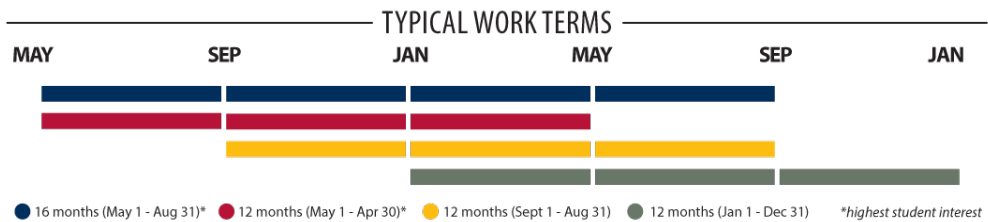
## **Do you have a co-op program?**

At Queen's we have a number of experiential learning programs that you can recruit from, giving you the option to create roles and periods of employment that meet your organization's needs. For example, Queen's offers employers an opportunity to hire third year undergraduate students for a 12-16 month, full-time internship between third and fourth year. For more info, see our 'How to Hire a QUIP Intern' tool. If you prefer shorter work terms, positions might be filled by practicum students who complete their placements in 3-6 weeks blocks, or course-based work experience that might take place 1 day per week for 4 months. To learn about the full range of options, contact the EL Hub at [el.hub@queensu.ca](mailto:el.hub@queensu.ca).

# HOW TO HIRE THROUGH QUIP

The Queen's Undergraduate Internship Program (QUIP) offers employers an opportunity to hire interns for a 12-16 month period. During the internship, students will have the chance to apply the knowledge and skills they have been gaining through their classroom and co-curricular experiences at Queen's, while making a valuable contribution to your organization.

- Internships are 12 to 16 month, paid, professional work experiences
- Students are eligible to participate after completing their 2nd or 3rd year of undergraduate studies
- The program is open to students from Engineering, Computing, and Arts & Sciences



## WHY HIRE AN INTERN THROUGH QUIP?

- 12 to 16-month work terms maximize return on training and minimize recruiting costs
- QUIP offers employers a flexible hiring schedule with start dates in January, May, or September
- Students bring fresh ideas and creative energy to your team
- Returning interns spread the word, raising your organization's profile on campus
- Employers in Ontario who hire QUIP interns may be eligible for the Ontario Cooperative Education Tax Credit

## HOW DOES QUIP WORK?

- Post internship positions at any time of the year (see our recommended recruitment schedule above)
- Receive and review student applications
- Request interviews through the QUIP office
- Extend job offers through the QUIP office
- Provide interns with meaningful, career-related work and assign a supervisor to the intern
- Complete 3 performance evaluations over the course of the internship

## WHAT DOES CAREER SERVICES AND THE QUIP OFFICE DO FOR YOU?

- Maintain a QUIP-specific job posting board for all eligible postings
- Prepare students for the transition from academic study to work
- Promote the positions to campus partners (faculty offices/student groups)
- Create and promote opportunities for you to raise your profile on campus through career fairs, employer information sessions, advertising and sponsorship packages





QUIP

# TIPS FOR WRITING A JOB DESCRIPTION TO ATTRACT STUDENTS OR NEW GRADS

- Qualified applicants may not apply if they see a requirement for 2-5 years of experience. Consider keeping experience requirements low and relative to the amount of experience students or new graduates would likely have had. Remember that part-time, summer, co-curricular and volunteer work experiences can meet your needs.
- Rather than hiring from only one specific degree, consider being open to students from different academic backgrounds because they may have the skills you're looking for. Students may be hesitant to apply if they don't have the specific degree or experience requirements you've listed.
- Include contact information so students know who to address their cover letter to, and invite students to contact you with questions about the position or your organization.
- Like most job seekers, students tend to wait until the deadline to submit applications, so indicate whether you plan on reviewing applications as they are submitted, or if you will wait until the deadline to review all applications.
- List core responsibilities so that students know what they'll be accountable for, but don't go overboard with acronyms and jargon. Focus the job description on the key skills and experiences you want students to highlight for you in their application packages.
- Explain how the intern or new graduate will be supervised and mentored during their time at your company.
- Describe your company culture and why an intern or new graduate will benefit from working for you.
- Include a clear list of items you expect in an application package (i.e. resume, cover letter, transcript, sample work, links to online portfolios etc.).
- Provide details about the compensation package (e.g. salary, vacation, health benefits).



My supervisor made the transition into my new job smooth from the very start. By providing a clear orientation schedule and pre-scheduling introduction meetings with my coworkers, she ensured that I felt supported during my first week and initiated my integration into the team. Over the course of my first day, we discussed what was expected of me during my work term, and collaborated on a work plan to ensure our project goals and deadlines were in sync.

My supervisor continued to support me by scheduling a weekly meeting to review my progress, go over any of my questions, or help solve the roadblocks I was facing. We also discussed my skill development and how what I was learning from my role could positively impact future opportunities.

**Ally Mastantuono**

Communications Assistant | Queen's University





# JOB DESCRIPTIONS

**Position:** Community and Brand Manager

**Company/Organization Name:** ABC Employer

**Job Type:** After Graduation

**Number of Positions:** 1

**Commitment:** 35 hrs/week, 1-year contract with possibility of extension

**Start Date:** Monday, July 30, 2020

**Wage:** \$20/hour

**Deadline to Apply:** Monday, July 9, 2020 at 11:59PM EST

### Who is ABC Employer?

ABC Employer is searching for a student to lead our efforts of enhancing the local and global awareness of the ABC Employer brand. We aspire to be the world leader in our field. To achieve this, we need exceptionally talented staff.

### Your Position at Employer ABC

Your job as a Community and Brand Manager will be to coordinate ABC's community outreach and engagement initiatives. You will be responsible for increasing ABC's presence in the community as well as building relationships with other organizations that support ABC's work.

As a Community and Brand Manager, you will also be responsible for the following duties:

- Develop and implement outreach strategies for active ABC campaigns.
- Coordinate the development and distribution of promotional campaign materials.
- Seek out community groups and organizations to explore potential partnership opportunities.
- Identify relevant community events and ensure ABC's participation in such events.
- Other duties as required.

You will be reporting to the Director of Communications. You will be part of a vibrant team with lots of opportunities to learn about the industry and grow your professional skills and network.

We offer a competitive base salary, 3 weeks of vacation in your first year with the company and comprehensive health and dental benefits.

### Required Qualifications

University degree in any academic discipline. Candidates must possess the following qualifications:

- Excellent oral and written communication skills.
- Works well independently and as part of a team.
- Project coordination experience (either in a work or co-curricular setting).

### Preferred Qualifications

In addition to the required qualifications, it would be ideal if candidates possessed the following assets:


- Excellent knowledge of Social Media platforms.
- Experience working with local community organizations.
- Experience managing a budget (could be in a workplace, for an event or a student/volunteer club/organization).
- Familiarity with graphic design software.

### How to Apply

To apply for the Community and Brand Manager position, please email a cover letter and resume addressed to Hina Asad, Employment Specialist, at [ABCEmployer@gmail.com](mailto:ABCEmployer@gmail.com).

The deadline to apply for this position is Monday, July 9, 2020 at 11:59PM EST. ABC Employer will review all applications after the deadline and will contact successful applicants.

If you have any questions about the position or how to apply, please contact Hina by phone at 1(613) 123-4567 or by email at [ABCEmployer@gmail.com](mailto:ABCEmployer@gmail.com).

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- Include how many positions you are seeking to fill.
  - Set a deadline for applications.
  - Explain how the intern or new graduate will be supervised and mentored during their time at your company and how they will be integrated into the existing team.
  - Provide details about the compensation package.
  - Students gain skills through both their academic learning and their various work and volunteer experiences. Consider not specifying a specific major and focusing on the skills you are looking for instead.
  - Be clear on what you are looking for in terms of knowledge, experience, and skills.
  - Separate required skills from preferred skills.
  - Specify the types of experiences you consider relevant.
  - Be specific about how applicants should apply to the job posting and provide a specific contact if possible.
  - Let students know if you plan on reviewing applications as they are submitted, or if you will wait until the deadline to review all applications. Like most job applicants, students tend to wait until the deadline to submit applications.
  - Include contact information for questions.

# JOB POSTING SAMPLE

# USING THE MYCAREER ONLINE RECRUITMENT PLATFORM



## **MyCareer**

MyCareer is a one-stop online career portal where students and alumni of all years and programs can search career related information. MyCareer includes a job board that offers employers FREE job postings.



## **Get a MyCareer Employer Account**

Complete the simple form at <https://careers.sso.queensu.ca/employers/registration.htm> for your free MyCareer employer account.

After posting a job and receiving some great Queen's University candidates, employers can utilize MyCareer to schedule interviews with applicants. MyCareer is equipped with built-in tools for creating an interview schedule and provides support to employers to set up various interview types and methods.

Career Services also welcomes employers to book one of our 12 interview rooms located conveniently in the heart of campus in Gordon Hall.





## Post a Job

Get your posting in front of all Queen's students and alumni. When you post on MyCareer, you will have the ability to:

- Track how many times your job has been viewed
- Track how many views are unique
- Track the number of received applications
- Edit postings
- Re-post past postings
- Receive bundled application packages
- Receive reminders of job expiry dates
- Schedule interviews with applicants



## Boost Your Profile

Enhance your recruitment strategy with additional low-cost advertising such as featured job postings and career fair booths. Staff are happy to walk you through the options.

MyCareer has an event calendar where students and alumni can find information about employer recruitment events and career-related workshops. Employer recruitment sessions are a great way for employers to network with industry-interested students, promote their company, culture, and job opportunities.

# ONBOARDING STUDENT OR NEW GRADUATE HIRES: A CHECKLIST FOR HOST ORGANIZATIONS

An effective onboarding process helps both the new student/graduate and the supervisor. It increases the new hire’s sense of belonging in a new learning environment, reduces the time it takes for them to reach desired productively levels and improves their overall learning and performance.

<b>Before First Day of Work</b>	<b>Date Completed</b>
Send introductory email with point-of-contact and arrival details	
Send general info about your organization, office, policies and regulations	
Send any administrative paper work that can be signed in advance	
Set-up designated work space, email and organization accounts, and arrange for office keys	
Develop a training plan and schedule for first few weeks	
Send email to your team announcing arrival of new hire and distribute orientation plan to relevant team members	

<b>During First Day of Work</b>	<b>Date Completed</b>
Welcome new hire and show them their workspace	
Tour the office; introduce new hire to staff, location of washrooms, lunchroom, emergency exit, first aid kit and other key health and safety hazards and resources (*Be sure to follow standard health and safety processes as you would for any new staff)	
Provide keys/access cards, work station, supplies	
Review hours of work, schedule, pay schedule, overtime policy, and vacation planning	
Discuss procedures for scheduling time off and unexpected absences	
Review departmental policies for cell phone, personal calls, social media and personal computing	
Computer and telephone orientation (log-ins, password, networks, email, voicemail)	
Review accommodation policies; discuss any required accommodations	
Discuss organizational goals and/or priorities for Equity, Diversity and Inclusivity	

# ONBOARDING

Review employee resources and supports e.g. employee resource groups, health and wellness services	
Provide general organization/industry orientation materials to be reviewed	
Consider assigning a team member to take the new hire to lunch; ensure intern is now included (as appropriate) in team activities	

During First Two Weeks	Date Completed
Schedule introductory meeting with supervisor to: review job description, responsibilities, student/new grad learning goals, competencies and expectations, frequency of future meetings, how to receive questions and how often intern can expect to receive feedback	
Provide training plan and schedule; consider opportunities for networking	
If applicable (i.e. students in EL programs), review requirements of the university for performance appraisals and timelines for updates and other communications	
If applicable (i.e. students in EL programs), review contact information for university coordinator and procedure for information sharing	
Arrange for any company and/or department specific training (e.g. computer software training)	
Ensure site-specific health and safety training is complete	
Review team meeting protocols and expectations	
Schedule 1:1 meetings on an ongoing basis to provide ongoing and consistent feedback	
Provide meaningful work (either training or substantive work) with increased responsibility	
For students in EL programs, contact university staff if any concerns arise	
Ask new hire for feedback about their first two weeks	

## Sources:

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# NOTES

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STUDENT AFFAIRS

EXPERIENTIAL LEARNING HUB