

Career Services

The Employer Guide to SWEP

2017-2018

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Program At-A-Glance

The Summer Work Experience Program (SWEP) provides Queen's undergraduate students with an engaging, challenging and rewarding summer work experience. Funded partially through the undergraduate portion of the Student Assistance Levy, the program provides a wage subsidy to support the creation of on-campus summer jobs that provide valuable experiences for Queen's undergraduate students.

Staff and faculty members submit proposals, which are reviewed and ranked by a committee and results are sent to everyone who submitted no later than mid-December. Once a proposal has been approved, Career Services will post the job on MyCareer for students to view and apply. If your proposal is approved, you conduct your hiring process (short listing, interviewing) of the student. Students work during the summer term and complete a brief learning report in August to help reinforce their learning and the value of the experience.

This program is one of the best, and most accessible programs for students to get hands on experience in a career of interest. My supervisor, as well as everyone in the office, was dedicated to making sure I was learning something new every day and growing in my work. I was encouraged to do my best work and my best work was recognized.

The greatest benefit of being a SWEP student was being able to see my work come to life. I was able to see a major project from start to finish and then hold the final product in my hand. Getting to lead a project, create tangible goals for myself and others, and be a major communication point for people inside and outside the office gave me the type of leadership and communication skills that will be crucial to any career I pursue after I finish at Queen's.

Stephanie Nijhuis, SWEP Student, Summer 2016

Positions

SWEP positions are

- May-August. Employment can commence on or after May 1st and must terminate by August 31st. Jobs may run a maximum of 16 weeks in this 18-week window. Actual start and finish dates will depend on the needs of the employer.
- Full time (usually). The program does not require that employers submit only full-time positions. However, the vast majority of jobs received are for 16 weeks at 35 hours per week. A few employers offer students some flexibility in when those hours are worked.
- \$16/hour including vacation pay.

Employers may submit more than one proposal for more than one SWEP position.

Units must ensure that SWEP positions do not displace existing employees. Work performed by SWEP students must not be covered by any collective agreement.

Dates to Remember 2017-18

31 Oct 2017	Deadline for submission of SWEP job proposals from employers
11 Dec	Notification to employers regarding job proposals (successful/not successful)
13 Dec	Summer 2018 job postings available for students to view in MyCareer
9 Feb 2018	Deadline for students to apply to SWEP Summer 2018 job postings
12 Feb	Student applications are sent to employers
29 Mar	Employer deadline for hiring a student and returning signed contract
1 May	Beginning of Student Work Term period
31 Aug	End of Student Work Term period

Proposal Process

Call for Proposals

In mid-September Human Resources sends out a call for proposals (on behalf of the SWEP program) through a list to unit directors and leaders. Departmental leaders are asked to forward this call to all staff and faculty members in their unit who may be interested. This call is also available on the SWEP website: <http://careers.queensu.ca/faculty-staff/hire-student/summer-work-experience-program-swep>

All Proposals must be submitted in MyCareer by October 31.

Please note: if it is your first time using the MyCareer system for SWEP, please start the process before October 31 to ensure you have time to get your account set up.

Completing the Proposal

Please review the proposal guidelines below and submit by the deadline.

1. Access to MyCareer System

Login to MyCareer using an employer account. Note, this is not a Staff/Faculty net id account. If you do not already have an account, get one here : <https://careers.sso.queensu.ca/employers/registration.htm>

2. Draft your Proposal

Resources

As you are writing your proposal, you may find the following resources helpful

- [Budget planning information](#) for helping you calculate your employer contribution.
- [SWEP Proposal Word Template](#): This Word Template will allow you to work on a draft of your proposal before submitting it into the MyCareer system. Once you start working in MyCareer edits can still be made, but it is easier to start with the Word Template and then copy and paste your final draft into MyCareer.
- Queen's Learning Outcomes Framework for assisting with the development of the learning plan. <http://www.queensu.ca/provost/sites/webpublish.queensu.ca/provwww/files/files/Comittees/Queen's%20Learning%20Outcomes%20Framework%20April%2019%202016.pdf>

Employer Contribution

Please indicate the wage percentage you will contribute. While the committee may approve highly ranked positions with 0% employer wage contribution, given the limited funds available, employers are encouraged to consider using other sources of funding to enable a significant contribution. In addition to the rankings of the merits of the position, the percentage employer contribution is also a factor in the committee's decision making in order to maximize the number of students who can benefit from the program, while also recognizing that not all departments can provide the same level of funding from other sources.

Project & Job Description

This section should provide an overview of the project, its size and scope, and should provide a layperson's description of the project's importance/relevance in relation to, but not limited by, academic discipline, Queen's strategic goals, and the greater Kingston community. This section will also include the position's required academic background, special skills required to successfully perform the position, and the technical and professional skills required for the position.

- A brief overview and history of the project
- A description of the role, including duties and responsibilities
- Required qualifications, including academic, technical, and professional skills as relevant

Learning Plan

The Learning Plan is your opportunity to demonstrate the value of this experience for students. Learning Plans should demonstrate what students will gain from working with your unit. The strength of the proposal will depend upon a detailed learning plan that will provide a process through which a student will enhance the skill sets already acquired through academic study and prior work experience as well as the addition of completely new skills.

Consider the following questions

- What skills will a student be able to demonstrate and develop as a result of their SWEP experience?
- What opportunities and/or activities will be provided to the student to allow them to develop these skills? Please list specific examples where possible.
- What, if any, unique opportunities will the student be able to participate in?

3. Submit Your Proposal

All proposals must be submitted through [MyCareer](#).

- From the MyCareer website, select the **Employers & Educators** tab at the top
- Login using your login and password
- Select Post a New Job
- Select SWEP Job Postings
- Fill in all required information
- Submit posting for committee consideration

Proposal Ranking and Decisions

Proposal Ranking and Decisions

Each year there is a limited SWEP funding budget. A subcommittee of the Scholarships and Student Aid Committee meets in late November/early December to review and rank proposals. The committee will review each proposal received and rank on the merits of the submission. This is an annual process, and receiving funding in one year does not guarantee funding in a future year.

The committee's goals include creating many student positions, ensuring a range of types of positions to appeal to a wide variety of students and distributing the funding to a range of units across campus. See the [SWEP Proposal Stats](#) for the number of positions that have been approved in the past three years.

The committee also confirms a short list of "stage 2 wait list" proposals, so that if an employer whose proposal was successful later decides not to take their SWEP funding, those dollars can then be re-directed to the wait list. Each year, from 1 to 3 wait list positions are usually funded. The recipients of the top 3 positions on the wait list will be notified.

Each proposal is scored for a potential high score of 8:

Project & Job Description (4 marks)

Learning Plan (4 marks)

Committee discussions are confidential and final.

Communication of Decision

All employers who submitted a proposal will be notified whether their proposal was successful or not. This communication will be sent out in the first or second week of December.

This email will include the number of positions awarded along with the hours per week and number of weeks per position.

If your proposal was successful, the job(s) will be posted on the student career portal, MyCareer, on the second or third week of December to start the student application process.

Student Application Process

All approved SWEP positions will be made visible to students in MyCareer by the second or third week of December.

Students must apply through the MyCareer system to those positions they are interested in (they are not to apply directly to the employer).

All applications must be submitted by February 9, 2018.

All applications for your approved SWEP position(s) will be forwarded to you by email on the morning after the closing date and then you can start the next phase: Hiring and Onboarding

Student Eligibility

To be eligible to apply for SWEP positions, students MUST be

- Currently registered in their first full-time Queen's undergraduate degree program
AND
- Returning to a full-time Queen's undergraduate degree program in the fall (not graduating this year)

Please note that students in the concurrent B. Ed. program ARE eligible.

- Students must have submitted their application through MyCareer

Student eligibility must be confirmed before hiring (See next section: Hiring and Onboarding Process)

- Students with disabilities who are registered with Queen's Student Accessibility Services will be evaluated as equivalent to full-time as long as they are in at least a 40% academic load (6.0 credit units in each term of study) in the term prior and after the SWEP summer term.

Hiring and OnBoarding Process

1. Confirm your preferred candidate

Once you receive the student applications for your position(s) you conduct your own screening process, including shortlisting, interviewing, etc.

- i. Review applications
- ii. Short list, then interview your candidates.
- iii. Decide on your preferred candidate.

2. Confirm SWEP Eligibility

Send the SWEP Coordinator your job number plus the name and student number of your preferred candidate so that their eligibility can be confirmed.

You will receive a response back within 48 hours with either

- i. Confirmation that the student meets the eligibility requirements. You can now make an offer to the student.
OR
- ii. Confirmation that the student does not meet the eligibility requirements. You can now move to your next preferred candidate and seek confirmation of their eligibility.

Do not make an offer to a student until you have received confirmation they are eligible. Most students who apply are, but it is important that this be confirmed.

3. Offer Position to Student

Make a verbal offer to the student – give them:

- i. The job description (print or electronic)
- ii. Number of total hours and preferred schedule over the summer
- iii. Start and end date

4. Request Contract

Once the student has accepted the verbal offer, send an email to the SWEP Coordinator (include the job number, the student name and student number) so that a contract can be forwarded to you to obtain signatures.

The signed contract MUST be returned to swep@queensu.ca electronically no later than the deadline date of March 29, 2018.

Please remember

- The total remuneration is set at \$16.00/hour including vacation pay.
- No SWEP employee may earn more or less than this amount.

Summer Work and Supervision Process

Timekeeping and Payroll

Timekeepers: set contract up in PeopleSoft at \$15.38 per hour. The system will automatically add 4% vacation pay, making the student's hourly rate \$16.

Remind your student(s) that their pay advice slip will be less than \$16/hour because of statutory deductions such as EI and CPP.

Submit casual payroll requisition through People Soft bi-weekly, based on Queen's Payroll Services deadlines. Subsequent salary payments are deposited into the employee's bank account.

Students complete [timesheets](#) and give them to their supervisor for approval. Students then submit their approved timesheet to the unit's timekeeper for processing.

OnBoarding and Training

Ensure student(s) receive Health and Safety training for their role(s). This training is mandatory for all student staff and needs to be completed once while being a student at Queen's.

Review the job description and the learning plan.

Clarify performance expectations.

Set up regular communications, such as weekly check in meetings. Provide on-going feedback to students about their strengths and areas for improvement.

You will receive a welcome email with information about the SWEP Lunch 'n Learn Series. Encourage students to attend the series to help them develop additional, valuable professional skills.

The students will receive a series of three emails: a welcome with information on the Lunch 'n Learn series, a follow-up and request for testimonies and pictures and a wrap up with a feedback survey.

Summer's End Process

Reinforcing Student Learning

In August, as you approach the end of the position, remind the student to complete the Learning Reflection Form (the form will be posted on the SWEP webpage). Please complete the "Supervisor Comments" section of the form. This is a simple way to help students reflect on and reinforce the value of the position for the student's learning and professional development. This is also an opportunity for you as an employer to ensure your student(s) leave their positions on a positive note, having received important feedback on their work and their valuable contributions to your department.

Payroll

You will receive a SWEP Audit form in August from Student Awards.