

Employer Guide to Work Study

Fall/Winter 2026-2027



Queen's
UNIVERSITY

STUDENT AFFAIRS
Career Services

Table of Contents

- Table of Contents 1**
- Introduction..... 2**
 - Important Note 2
 - Hiring Work Study Students at a Glance 2
 - Questions?..... 2
- Getting Started 3**
 - Important Dates – Fall/Winter 2026-27 3
 - Eligible Work Study Roles 3
 - Eligible Students 3
- Hiring Procedures..... 4**
 - Completing the Work Study Funding Request Form 4
 - Receiving funding approval from Career Services 5
 - Finding a Candidate for Your Job 5
 - Making a verbal job offer 5
 - Confirmation of Work Study eligibility..... 6
 - Ensuring the student has a Social Insurance Number (SIN)..... 6
 - Submitting the Work Study Hiring Form 6
 - Setting up payroll 7
 - Observed Holiday Pay..... 7
- Onboarding and Training 8**
 - Coordinating start date, email access, and onboarding 8
 - Mandatory Training..... 8
- Hours of Work and Wages 8**
 - Students with More than One Position 9
 - Time Away 9
- Mandatory Audit & Reimbursement..... 9**
 - Calculating Reimbursement..... 10
 - Reimbursement Funds Transfer 10
- Work Term and Supervision Process..... 10**
 - Supervision..... 10
 - Mandatory EL WrapAround 11
 - Process..... 12
 - Returning Students 12
 - Supporting Student Reflection 12
 - Email prompt to complete Part 1 of EL WrapAround - Beginning of Role..... 13
 - Email prompt to complete Part 2 of EL WrapAround – Near End of Role 14

Introduction

Queen's Work Study program creates part-time experiential learning opportunities for students with financial need. This program, which provides wage subsidies for on-campus employers, is offered jointly through Career Services and Financial Aid and Awards and is funded by Queen's University. These opportunities not only provide students with an important source of income, they also provide valuable experiences and opportunities for students to develop the necessary skills to succeed at Queen's and post-graduation.

Important Note

Employers must submit a funding request and get approval before hiring Work Study students. Requests are reviewed first-come, first-served, considering past usage and program compliance.

The Work Study program operates within a fixed budget and funding is not guaranteed. **Before submitting a funding request**, please carefully consider your operational need, capacity to effectively supervise students, and ability to provide meaningful work for the number of positions and hours requested. Departments with sufficient existing budget capacity or access to alternative funding are encouraged to consider supporting student roles independently before applying for Work Study funding.

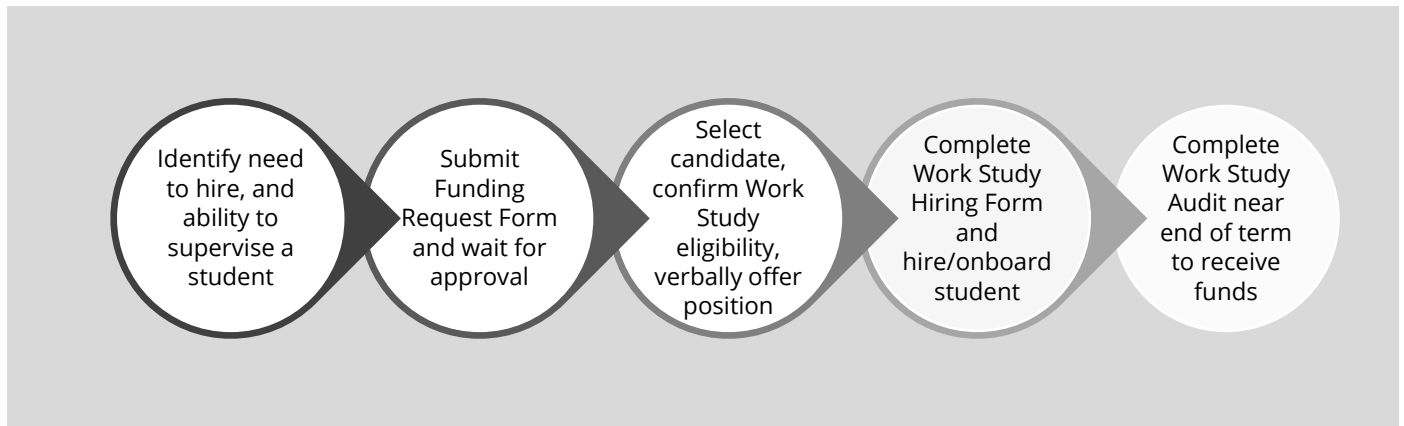
Hiring Work Study Students at a Glance

The first step to hiring a Work Study student is to complete the [Work Study Funding Request](#).

Employers can receive 75% reimbursement of paid wages up to \$4000 for the combined Fall/Winter term (\$3000 maximum reimbursement), which works out to a total of 222 hours. Wage reimbursement will not exceed the total # of hours noted in the funding request form. If your funding request is approved, you will receive an email with the Work Study Hiring Form and instructions for how to hire a student.

The Work Study Hiring Form must be completed within 12 weeks of approval; otherwise your funding approval will be withdrawn.

All employers must complete a Work Study Audit at the end of the work term. Funds transfers will be completed by the end of April.



Questions?

Contact wkstudy@queensu.ca.

Getting Started

Important Dates – Fall/Winter 2026-27

Jun 15	Employers can submit Work Study Funding Requests for Fall/Winter positions
Jun 29	Employers must submit funding requests by Noon for first consideration for funding
Jul 7	Employers are notified of decisions regarding Work Study funding
On-going	Employers can continue to submit funding requests for second-round consideration
Jul 20	Students can view Fall/Winter job postings on the MyCareer job board
Aug 17	Students can begin Fall/Winter Work Study positions
Sep 29	Employers notified of funding approval on July 7 must complete a hiring form by this date
Apr 30	Last day students can work a Fall/Winter Work Study position.

Eligible Work Study Roles

- ✓ **Part-time positions** (approximately 6-7 hours per week if employed for the full term)
- ✓ Hourly wage of \$17.95
- ✓ Positions with a **Queen's University department/office** that have been approved for funding using the [Work Study Funding Request form](#)

Work Study positions are not a replacement for staff roles and responsibilities. Work Study positions should be designed to enhance the unit's programming and to support students' skill development in addition to their academic experiences.

Departments wishing to hire students through the Work Study program are responsible for first ensuring these arrangements comply with all provisions of Queen's collective agreements and HR policies. Contact your HR Advisor prior to submitting a job posting should you have any questions.

Please also note that student roles, including Graduate Teaching Assistants, Graduate Teaching Fellows, Graduate Research Assistants, and JD and MD Teaching Assistants at Queen's are covered by the PSAC Unit 1 collective agreement. Additional information can be found on the [Faculty Relations Webpage](#).

Eligible Students

Students that meet the following criteria are eligible for Work Study Positions:

- ✓ **Current Undergraduate and Graduate students**
 - Must be registered in a full-time academic load for fall/winter term (9.0 credit units or higher per term) or 40% of a full course load for students with disabilities
- ✓ **Domestic and International Students**
- ✓ **Confirmed as Eligible for Work Study** from Financial Aid and Awards based on demonstrated financial need.
 - All students with eligibility will see "Eligible for Work Study" on their SOLUS account
 - Students who do not see "Eligible for Work Study" in SOLUS can [apply online](#)
 - Once students receive confirmation that they are eligible for Work Study, they will remain eligible until they are no longer a full-time student.

Note: If a Work Study Student discontinues their studies at Queen's, their Work Study position must end immediately and Career Services must be notified at wkstudy@queensu.ca.

Hiring Procedures

As the employer, **you are responsible for all steps in the hiring process**, including:

- Identifying a need, and capacity to supervise, a Queen's student for part-time work
- Completing the [Work Study Funding Request Form](#)
- Receiving funding approval from Career Services
- Finding a candidate for your Job
 - Job posting
 - Application review
 - Interviewing
 - Selecting a candidate
- Making a verbal job offer
- Confirmation of Work Study eligibility
- Ensuring the student has a Social Insurance Number (SIN)
- Submitting the Work Study Hiring Form
- Setting up payroll for the student
- Coordinating start date, email access, and onboarding
- Updating Career Services if the number of hours the student will work changes
- Completing the Work Study Audit

Completing the Work Study Funding Request Form

Queen's Departments may complete the [Work Study Funding Request](#) online form to apply for a wage subsidy for part-time, on-campus student roles for the 2026 Fall/Winter term.

You will require the following information before completing the form:

- Employer Information (supervisor details)
 - Queen's University Department
 - Supervisor's name
 - Phone number
 - Email address
- Position Information
 - Job Title
 - # of positions requested
 - Proposed start date
 - Proposed end date
 - Est # Hours/Week
 - Est total # of weeks
 - Total number of hours expected (hrs/week x # of weeks)
 - The "total # of hours" will be used for wage reimbursement calculations
- Timekeeper Information (details of the individual who processes payroll in your department)
 - Timekeeper's name
 - Phone number
 - Email address

- Chart Field String to be used to send wage subsidy funds. Learn more about chartfields on the [Financial Services website](#).
 - Fund (required – 5 digits)
 - Department (required – 5 digits)
 - Account (required – 6 digits, should start with a 5 or 6)
 - Program (optional)
 - Class (optional)
 - Project (optional)

A copy of the completed Work Study Funding Request form will be sent to Career Services for review and approval. **Do not post a job or hire a student until you receive confirmation from Career Services.**

A copy of the completed Work Study Funding Request form will also be sent to the supervisor and timekeeper for their reference.

Receiving funding approval from Career Services

Career Services will review your submitted Work Study Funding Request to verify availability of funding.

The Supervisor and Timekeeper noted in the Funding Request Form will receive an email by July 7, or within approximately 10 business days for positions requested after that date, with confirmation and job number. **Please take note of this job number as you'll need it to hire the student.**

Once approval is received, you can proceed with finding a candidate for your job.

Finding a Candidate for Your Job

- ✓ **Post your approved position** on the Work Study job board on [MyCareer](#)
 - Job postings must include:
 - Work Study job number
 - Job description
 - Required skills or qualifications
 - Application procedure (email directly or via MyCareer)
 - Consider adding a requirement to provide proof of Work Study eligibility (screenshot from SOLUS) with their job application.
 - If you do not already have access to MyCareer, register at: <https://careers.sso.queensu.ca/employers/registration.htm>.
 - If you have a MyCareer ID and password go to: <https://careers.sso.queensu.ca/home.htm>.
 - If you don't see the Work Study job board when you login to MyCareer, please contact wkstudy@queensu.ca.
- ✓ **Hire directly** if you already have a Work Study eligible candidate identified

Making a verbal job offer

Before formally offering a Work Study position to the student, you should communicate to the candidate that they have been selected for the position and ask if they intend to accept it. At this step, please be clear with them about the number of expected hours and advise them that this number could change. If the

student has indicated that they wish to accept the position, you can proceed with the next steps in the Work Study hiring process.

Note: There is new Ontario Employment Standards Act legislation that requires you to notify all interviewed applicants of the hiring decision within 45 days of their interview (or final interview). Visit [Queen's HR Intranet](#) for more information.

Confirmation of Work Study eligibility

It is your responsibility to ensure that the student has Work Study eligibility. You may ask your student to forward the email confirmation they received from Financial Aid and Awards, or provide a SOLUS screenshot showing "Eligible for Work Study" as part of the application process, or when you make your verbal job offer.

Wage subsidy will not be paid for positions filled by students that do not have Work Study Eligibility.

Ensuring the student has a Social Insurance Number (SIN)

To work on campus in the Work Study Program, students MUST have a Social Insurance Number (SIN).

International students can find out more about getting a Social Insurance Number (SIN) on the [Queen's University International Centre website](#)

Submitting the Work Study Hiring Form

Once you have confirmed the student's Work Study eligibility for your approved Work Study Position, you may proceed with completing the Work Study Hiring Form. The link to the form and job number will be sent to you with your Work Study Funding Request approval.

You will require the following information before completing the form:

- Confirmation of student eligibility
- Confirmation that the student has accepted the position
- Employer & Position Information (supervisor details)
 - Queen's University Department
 - Supervisor Name
 - Supervisor Email address
 - Job Number (*sent with funding confirmation*)
 - Job Title
 - Proposed start date
 - Proposed end date
 - Estimated # of hours per week (*optional*)
 - Estimated total # of weeks (*optional*)
 - Total # of hours expected
- Student Information
 - First name
 - Last name
 - Student number
 - Phone number

Note: Wage reimbursement will not exceed the total # hours noted in the funding request, up to the maximum reimbursement amount. If the total # of hours provided in the hiring form is less than what was provided in the funding request, your wage subsidy will be based on the lesser value.

A copy of the completed Work Study Hiring form will be sent to the supervisor, timekeeper, and student for their reference. The student will be asked to confirm by email to wkstudy@queensu.ca that they understand that they have been hired through the Work Study program.

Setting up payroll

Work Study students are paid employees of your unit. **The supervisor and timekeeper are responsible for all Human Resources tasks, including setting up payroll for the Work Study Student.**

Work Study students are categorized as casual hourly employees at Queen's. All policies and procedures for casual hourly employees (including Queen's Payroll Services deadlines) also apply to Work Study students. For Work Study students hired at Queen's, you must enter the biographical data into PeopleSoft to obtain an employee number and Staff NetID.

Work Study Students complete timesheets bi-weekly and give them to their supervisor for approval. Students then submit their approved timesheet to the unit's timekeeper for processing.

Timekeepers: Set agreement up in PeopleSoft at \$17.95 per hour. The system will automatically add 4% vacation pay. All Work Study roles are reimbursed based on this rate.

Observed Holiday Pay

Please note that the following Queen's Policy applies to Work Study students and should be used where applicable. If you have questions, please contact Human Resources.

- **Public Holidays:** Most employees are entitled to take the following public holidays off with public holiday pay: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, December 26 (Boxing Day)
- **Qualifying for Public Holiday Entitlements:** Generally, employees qualify for public holiday entitlements unless they fail, without reasonable cause, to work their entire regularly-scheduled shift before or after the public holiday; or their entire shift on the public holiday if they agreed or were required to work that day.

Public holiday pay is an amount equal to an employee's regular wages (\$) earned in the four work weeks prior to the public holiday divided by 20.

- **How to record holidays on timesheet:** For a statutory holiday, no hours are recorded for that day. For an extra day off issued by the Principal, record the number of hours the student was scheduled for that day.

Onboarding and Training

Coordinating start date, email access, and onboarding

For most onboarding, supervision, and other employment related matters, please follow your normal HR procedures. If you have questions, contact your HR Advisor.

It is the supervisor's responsibility to negotiate start date and scheduling, and to ensure the student has the tools and online access required to do their job.

Mandatory Training

The following training components are mandatory for all Queen's University employees and should be completed during paid work hours. All modules for training are available online using the student's **Employee NetID** and password through the University website. If the student has already completed this training at Queen's, they do not need to complete it again.

1. [Health and Safety Awareness Training](#)
2. [AODA Training Suite](#)
 - Accessible Customer Service Module (required)
 - Human Rights 101 (required)
 - Access Forward (required)
3. [Working Together](#)
4. [It Takes All of Us: Staff and Faculty](#)
5. [Harassment and Discrimination Training \(Video module\)](#)
6. El Wraparound – See [EL WrapAround section](#) of this document

Hours of Work and Wages

Employers are reimbursed 75% of wages paid to Work Study students up to a maximum earning of \$4000 for the combined Fall-Winter terms (Maximum reimbursement of \$3000).

The hourly wage for all Work Study roles starting in Fall 2026 is \$17.95/hour, plus vacation pay. Vacation pay and benefits must be wholly paid by the employer.

For the Fall/Winter 2026-27 terms, the maximum number of paid hours covered by Work Study wage subsidy is 222 hours, or the lesser amount approved through the Work Study Funding Request and Work Study Hiring processes.

When you hire a Work Study student, you, as the employer, must indicate to the student approximately how many hours will be available. The Work Study Hiring Form must indicate the total number of hours that the student is hired for.

Updating Career Services if the number of hours the student will work changes

If your Work Study student leaves their role early, or is expected to work significantly fewer hours than approved through the Work Study Funding Request & Hiring Forms, you must notify Career Services at wkstudy@queensu.ca.

Students with More than One Position

If for any reason the student is not getting the amount of hours that were agreed upon, or there has been a change that reduces the hours the student will work, students have the option to find more than one job as long as the combined total amount of hours does not exceed the maximum indicated above.

In the instance that a student finds a second Work Study job, the student will need to notify and gain the consent from the current employer. The current employer needs to send an email to Career Services confirming agreement and indicating the number of hours they will use. The remaining number of hours will be available for the other employer.

Time Away

Student staff are expected to inform their supervisor as soon as possible if they are unable to attend work for unforeseen circumstances. Sick days and vacation days are unpaid for Casual staff, but some employers offer students the opportunity to make up the hours at a later date.

Based on the Ontario Employee Standards Act (ESA), the payroll system will automatically compensate students for Statutory Holidays by taking the hours worked for the 4 weeks prior to the week with the Stat, adding up the hours, and dividing by 20 day. Timekeepers leave this date blank in PeopleSoft. View this [reference sheet](#) for more information about Observed Holidays at Queen's.

Mandatory Audit & Reimbursement

At the end of the term, you must complete a mandatory Work Study audit. You will be required to report the actual number of hours paid to the student and wage subsidy will be provided for the lesser of the amount approved on the Wage Subsidy Request or the actual number of hours worked.

If the audit indicates that the student has received significantly fewer hours than indicated on the Work Study Hiring Form, and an update has not previously been reported to Career Services, your department may lose future access to the Work Study Program.

When completing the Audit Form, please calculate actual hours worked to date + total hours expected to work up to April 30, taking into consideration the student's last day of work and time-off requests. **You must complete the form by the provided deadline to receive your wage subsidy funds transfers.**

Additional reimbursement notes:

- **All approved roles are reimbursed based on minimum wage** (\$17.95/hr effective Fall 2026).
- Work Study eligible students can earn up to \$4000 for the combined Fall-Winter terms. **Employers receive 75% reimbursement of paid wages up to these maximums** (\$3000 maximum reimbursement).
 - The Work Study subsidy does not cover the employer's regulated deductions, i.e. Canada Pension Plan (CPP), Employment Insurance (EI), Employment Health Tax (EHT), or Worker's Compensation (WSIB).

- **Wage reimbursement will not exceed the estimated hours noted in the completed Work Study Funding Request Form.** If you provide a lower expected number of hours on the completed Work Study Hiring Form, you will be reimbursed based on this lower number of hours.
- Funding will be transferred by Financial Aid and Awards at the end of term following the **completion of the mandatory audit.**

Calculating Reimbursement

In the Work Study Funding Request form, you will indicate the Estimated # of Hours/Week, Estimated Total # of Weeks, and Total Estimated # of Hours the student will work. To calculate your reimbursement:

- $((\text{Total Estimated \# of Hours}) \times (\$17.95/\text{hr})) \times 75\%$
- If the total is greater than \$3000 for the combined Fall/Winter term, you will receive the maximum reimbursement amount.

Ex. If you plan to hire a student for a total of 30 weeks at 8 hours per week (total of 240 hours):

- $(240 \times \$17.95) \times 75\% = \$3,231$
- This is greater than the maximum reimbursement amount, so you will receive \$3000 in wage subsidy.

Ex. If you plan to hire a student for a total of 20 weeks at 7 hours per week (total of 140 hours):

- $(140 \times \$17.95) \times 75\% = \$1,884.75$
- This is less than \$3000, so you will receive \$1,884.75 in wage subsidy

Reimbursement Funds Transfer

Employers will receive reimbursement by the end of April via journal entry to the account code provided in the Work Study Funding Request Form. You will be reimbursed based on the lesser of the number of hours indicated in your Audit, the approved Work Study Funding Request, and Work Study Hiring Form, up to the maximum of \$3000 per student, For the combined Fall/Winter Term.

If you are unable to offer the full number of hours indicated in your Work Study Funding Request, please email wkstudy@queensu.ca to let us know how many hours you expect to use. Providing these updates allows us to approve more funding requests and offer more work opportunities to students.

At the end of the term, you must complete a mandatory Work Study Audit. This includes reporting the actual hours paid to the student. If the audit indicates that the student has not received the full number of hours agreed on the Work Study Hiring Form and the update has not previously been reported to Career Services, your department may lose future access to the Work Study Program.

Work Term and Supervision Process

Supervision

When supervising student staff, effective onboarding and supervision processes are important for both the student and the supervisor. Effective onboarding and supervision processes, and clarity in roles and

responsibilities and reporting structures, reduce the time it takes for students to reach desired productivity levels, improve their overall performance and learning experience, and increase the student's sense of belonging in a new learning environment.

Visit the [Experiential Learning \(EL\) Hub](#), and review the Experiential Learning (EL) WrapAround information below for tipsheets and resources for supervisors.

Mandatory EL WrapAround

Adding an Experiential Learning framework to student roles is an important opportunity for students to develop essential skills and knowledge that complement their academic degrees and help prepare them to have an impact in their future careers. With the support of trained supervisors, students can reflect on the skills they are developing and how these experiences contribute to their career development. Supporting Experiential Learning in these contexts is an important way to meet the University's goal of providing students with opportunities to expand their knowledge and experience personal growth through reflective thinking and co-curricular involvement.

By creating and facilitating student reflection and dialogue in the workplace, supervisors help students make deeper connections to the workplace, increasing their investment in the experience. This in turn produces higher quality work, and students are found to be more committed to their role and the university. The Experiential Learning WrapAround requires only a minimal additional investment of your time to make a significant impact on students' learning and professional development. Thank you for being a part of this initiative – you are making a significant difference for our students.

Online Format, Sustainable Development Goals (SDGs) and Reflection on Impact

Students are asked to complete an online module and an online reflection form at the beginning of their role and again at the end of their role.

- [EL WrapAround Module 1](#)
- [EL WrapAround Module 2](#)
- [EL WrapAround Reflection Form](#)

All aspects of the EL Wrap Around will be completed via online links with no student or staff logins required. The EL Hub will monitor the online form workflow and will assist staff and students with any technical difficulties. You can reach out to the el.hub@queensu.ca to enquire about what stage a student has reached in the process (i.e. started the form but not submitted).

As a reminder, we are using the United Nations Sustainable Development Goals (SDGs) as a mechanism to support student reflection on the impact they are having in their roles. Students are introduced to the SDGs in Module 1 and provided with more examples and guided reflection on the relationship between their role and the SDGs in Module 2. There is one SDG-specific reflection question (optional) on Part 2 of the EL WrapAround form. For more information about Queen's and the SDGs visit the [Advancing Social Impact website](#) and the [Queen's Career Guide for the UN SDGs](#)

Process

Step 1: Beginning of Role

- Share link to 'EL WrapAround Module 1' with students (use standard email in following section of this guide)
- Students work through Module 1 (approx. 20-30 min)
- Students fill out online 'EL WrapAround Reflection Form' in Cognito – email notification automatically sent to supervisor
- Supervisor receives email from Cognito with a link to the form; reviews form and discusses skill development goals with student
- Supervisor signs form. A PDF version of completed form is automatically sent to student and supervisor via the Cognito email notification system.

Step 2: Throughout the Role

- Provide ongoing coaching and support to help the students be successful in their role and in reference to skills selected in Part 1

Step 3: Towards the end of the Role

- Share link to 'EL WrapAround Module 2' with students (use standard email in the following section of this guide)
- Students work through Module 2 (approx. 20-30 min)
- Students fill out online EL WrapAround Reflection Form in Cognito
- Supervisor receives email notification from Cognito with link to form; reviews form and discusses reflections with student
- Supervisor signs form; PDF version of completed form automatically sent to student and supervisor

Returning Students

If you are supervising a student who has completed the EL WrapAround modules as part of a previous role at Queen's, we recommend giving them the option to either re-do the modules, OR go straight to the EL WrapAround form. If going straight to the online form, please provide the student with the direct link to the form: https://www.cognitoforms.com/SmithEngineering1/_2627ELWrapAroundReflectionForm2

Supporting Student Reflection

To help you support the student's reflective process throughout their role, we recommend the following:

- Familiarize yourself with module content
- Review the [Queen's Skills Cards](#) so that you are familiar with the skills students will list on their reflection form
- When possible, meet with your students to discuss skill development
- 1 x at beginning of role (review Part 1 of Reflection Form, discuss skills chosen and development plan, sign off)
- 1 x mid-point (discuss progress on skill development; identify new tasks / skills required)
- 1 x end of role (debrief Part 2 of the Reflection Form, share insights into the impact they've had in the role)

- Refer students to Career Services for more in-depth career development conversations
- Reach out to the EL Hub if you're interested in student workshops or supervisor supports

Email prompt to complete Part 1 of EL WrapAround - Beginning of Role

Note to Supervisors: Once students have started their role, copy/paste the following content and send as an email to all students under your supervision who will be completing the EL WrapAround process. Remember to update content with **yellow highlight** to reflect the specifics of the role/department and personalize/edit the email content where needed.

Subject: Get the Most from Your Role: Complete Part 1 of the EL WrapAround

Dear **(student role/title/group)**,

You're about to begin the Queen's Experiential Learning (EL) WrapAround - a simple, two-part process designed to help you get the most out of your on-campus work or volunteer role.

Why it matters:

- You'll start by setting **personalized skills development goals** so your work here helps you grow in ways that matter to you.
- You'll finish with a **clear record of your achievements**, which can be turned into **resume bullet points, LinkedIn updates, and interview talking points**.
- Your supervisor will also keep a copy, so if you ever ask them for a **reference** for a job, grad school, or award, they'll have detailed examples ready to highlight your strengths.
- **Career Services** can help you use your reflection to prepare polished application materials, practice interview answers, and connect your role to your future goals.

Step 1 - Beginning of the Role

Complete "[Experiential Learning WrapAround Module 1](#)". At the end of the module, you'll fill out *Part 1 of the EL WrapAround Reflection Form* (online via Cognito).

You'll:

- Enter your supervisor's email address
- Select your program (i.e. Work-Study, SWEP, Other)
- Fill out a skills development chart

Once you hit "Submit," your supervisor will receive a copy, review it, and set up a meeting to discuss your goals.

Step 2 - End of Role

Near the end of your role, you'll complete Module 2 of the EL WrapAround and Part 2 of the Reflection

Form, focusing on your impact and what you've learned. Your supervisor will again receive a copy and meet with you to discuss your reflections.

Each part of the process should take **about 30–45 minutes**.

Smith Engineering is supporting the transition to an online form with Cognito software. You may see “Smith Engineering” in the URL and receive Cognito emails from Engineering addresses.

The EL Hub monitors submissions, so **reach out to el.hub@queensu.ca or your supervisor with any questions**.

When you're ready, click here to access [Module 1](#) and start setting yourself up for success, both now and in the future.

(Supervisor sign-off)

Email prompt to complete Part 2 of EL WrapAround – Near End of Role

Note to Supervisors: When students are nearing the end of their role, copy/paste the following content and send as an email to all students who completed Part 1 of the EL WrapAround. Remember to update content with **yellow highlight** to reflect the specifics of the role/department. role/department and personalize/edit the email content where needed.

Subject: Capture Your Impact – Complete Part 2 of the EL WrapAround

Dear (student role/title/group),

Congratulations, you're nearing the end of your role!

Now it's time for the final step in the EL WrapAround: **Module 2** and **Part 2 of your Reflection Form**.

Why it matters:

- You'll create a **clear record of your achievements**, with concrete examples of the skills you've developed.
- You can turn your reflection directly into **resume bullet points, LinkedIn updates, and interview talking points**.
- Your supervisor will keep a copy, making it easier for them to write you a strong, detailed **reference letter** for future jobs, grad school, or awards.
- You can bring your reflection to [Career Services](#) to get help polishing your application materials, practicing interviews, and identifying your next steps.

What to do now:

1. Complete [EL WrapAround Module 2](#).
2. At the end of the module, open the EL WrapAround Reflection Form and **select 'Part 2'**.
3. Submit the form – your supervisor will get a copy and schedule a time with you to discuss your reflections.

The EL Hub monitors all submissions. If you have questions or run into issues, email el.hub@queensu.ca.

When you're ready to get started, click here to access [Module 2](#) and finish strong by capturing your impact for the future.

(Supervisor sign-off)