

# Talent MATCH is a collaboration between:



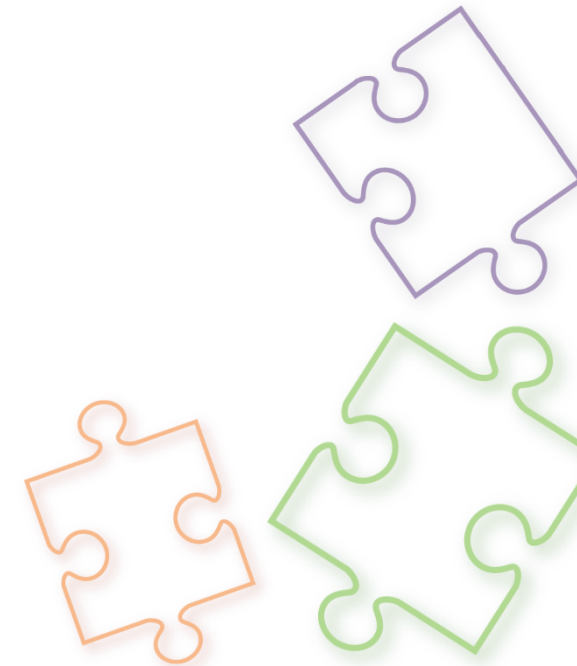
Association for  
Co-operative Education and  
Work-Integrated Learning BC/Yukon



BC ALLIANCE FOR  
**ARTS + CULTURE**



BC MUSEUMS  
ASSOCIATION



# Talent MATCH supports:

**M**useums

**A**rts

**T**ourism

**C**ulture

**H**ospitality

**\*NEW!**

**Talent MATCH Plus**

**will support**

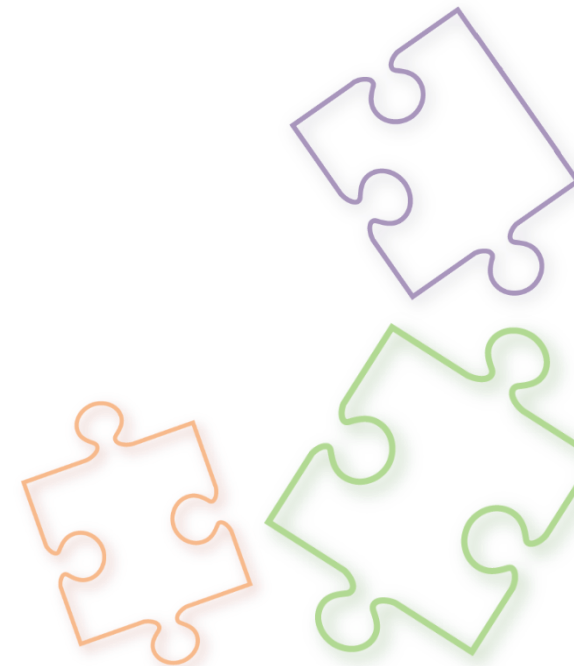
**Not-For-Profits**

**across BC**



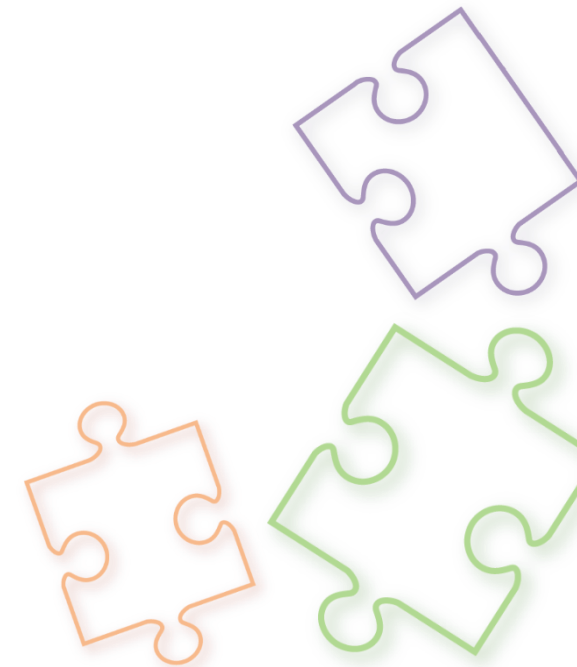
# Talent MATCH Provides:

- Resources at [acewilbc.ca/talent-match](https://acewilbc.ca/talent-match):
  - Funding information
  - Help connecting to post-secondary institutions
    - And finding the programs that suit your projects
  - Tips on how to recruit and onboard students
  - More HR tips & best practices
- One-on-one support
  - Contact [TalentMatch@acewilbc.ca](mailto:TalentMatch@acewilbc.ca)



# Benefits of Hiring a Student:

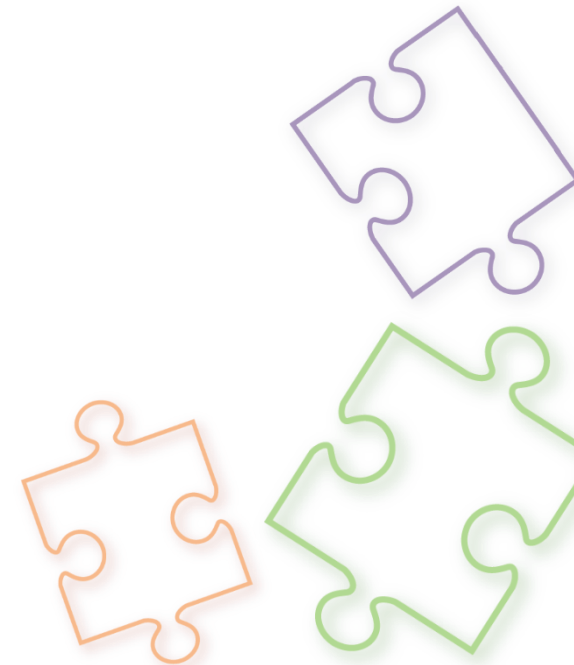
- Expand organizational capacity
- Manage short term projects
- Cover seasonal needs
- Students are motivated and have up-to-date skills
- Develop leadership skills in existing staff
- Establish a source of talent
- Building your community
- Keep costs down



# Links to Partner Job Boards

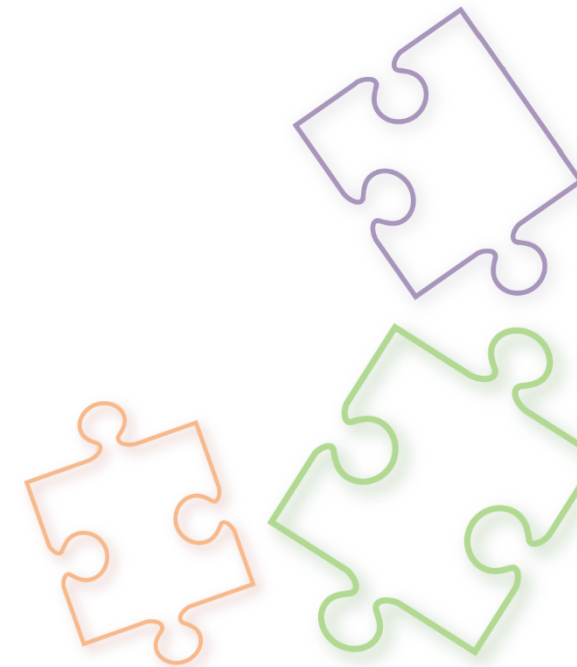
To share your job posting more widely, post with our Partner Organizations:

- BC Alliance for Arts + Culture
  - [allianceforarts.com/job-board](http://allianceforarts.com/job-board)
- BC Museums Association
  - [museum.bc.ca/membership/job-board/](http://museum.bc.ca/membership/job-board/)
- go2HR
  - [go2hr.ca/jobs](http://go2hr.ca/jobs)



## Recruit From Multiple Schools

- Use the ACE-WIL Post an Opportunity Portal:  
**[acewilbc.ca/post-an-opportunity](http://acewilbc.ca/post-an-opportunity)**
- View BC schools, their programs & map of their locations:  
**[acewilbc.ca/member-institutions](http://acewilbc.ca/member-institutions)**





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# GLAM Recruitment Guide



Talent **MATCH**



## A Simplified Recruitment Guide for GLAM Organizations

### GLAM: Galleries, Libraries, Archives, and Museums.

The following lists post-secondary institutions with programs relevant to GLAM that include a work-integrated learning (WIL) component such as co-op or practicum, and is meant to simplify student recruitment. Please note that gallery specific programs have not yet been added.

Most work terms are semester based: Fall (Sept.-Dec.), Winter or Spring (Jan.-April), or Summer (May-Aug.). Short placements can take place at the end of a semester, throughout the semester, and in some cases, only in Spring or Summer.

Some schools/programs may be listed in multiple categories because they fit into two categories or there are various options for student placements from the program.

All placements are paid except for those noted with an  symbol, which are unpaid, however, student honorariums are appreciated. Those with an  symbol can be paid or unpaid placements, with preference given to paid placements.

For more information on programs and what students learn, visit the schools' websites.

### Arts & Social Sciences Undergrad (History, Sociology, Anthropology, Indigenous Studies, Asian Studies, Humanities, etc.)

- Douglas College
- Simon Fraser University
- University of British Columbia (as well as Art Amplifier program & Postgraduate Co-ops)
- University of the Fraser Valley
- University of Northern BC
- University of Victoria

### Library and Information Technology

- Langara College 
- University of the Fraser Valley
- University of British Columbia (School of Information)



To recruit from multiple schools at once, use ACE-WIL's Post an Opportunity portal at: <https://acewilbc.ca/post-an-opportunity/>



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## GLAM Recruitment Guide (continued)

### Specialty Programs

- Coast Mountain College
  - Archaeological & Cultural Resource Management 
- Kwantlen Polytechnic University
  - NGO & Non-Profit Studies 
- Simon Fraser University Archaeology
  - Cultural Resource Management & Biological Anthropology Certificate
- University of British Columbia
  - Master of Archival Studies  and Master of Museum Education 
- University of the Fraser Valley
  - Global Development Studies,  Peace & Conflict Studies 
- University of Victoria
  - Cultural Resource Management,  Collections Management,  Visitor and Community Engagement,  Museum Studies  and Master of Arts in Public History

### Short term (<200 hours) and/or Project Based Placements

- Camosun College
  - Archaeological Field Assistant
- Capilano University
  - City Studio  (works with North Vancouver municipally funded organizations) and Office of Creative Activity, Research and Scholarship
- Coast Mountain College
  - Archaeological & Cultural Resource Management 
- Kwantlen Polytechnic University 
  - Asian Studies, Anthropology, History, NGO & Non-Profit Studies, and Geography
- Langara College
  - Library and Information Technology 
- University of British Columbia
  - School of Information  and Arts Amplifier program
- University of the Fraser Valley
  - General Arts,  Peace & Conflict Studies,  and Library and Information Technology 
- University of Victoria
  - Cultural Resource Management,  Collections Management,  Visitor and Community Engagement,  and Museum Studies 

To recruit from multiple schools at once, use ACE-WIL's Post an Opportunity portal at: <https://acewilbc.ca/post-an-opportunity/>



# Hospitality, Tourism, and Culinary Arts Recruitment

Available at [acewilbc.ca/talent-match](https://acewilbc.ca/talent-match)

Other resources also available on the Talent MATCH webpage.

Use the Post an Opportunity Portal to reach multiple schools at once:

[acewilbc.ca/post-an-opportunity](https://acewilbc.ca/post-an-opportunity)

## Hospitality, Tourism, and Culinary Arts Programs

### A Simplified Recruitment Guide

Use this guide to help you select which post-secondary institutions to recruit from for the hospitality, tourism, and/or culinary arts related positions you are looking to fill.

- The majority of student placements are paid positions requiring industry standard rates.
- Note that placements at schools listed under Tourism/Hospitality Management can include everything from entry level to supervisory roles, from operations and customer service, to sales and marketing positions.
- The sun ☀️ (May-August), leaf 🍁 (Sept.-Dec.), snowflake ❄️ (Dec./Jan.-April), and/or clock 🕒 (anytime) indicate when student placements take place. Ideally, recruiting students starts two months before the job's start date.

For more information on programs and what students learn, visit the schools' websites.

#### Tourism/Hospitality Management:

- BCIT ☀️ (March-May)
- Camosun College 🍁☀️❄️
- Capilano University ☀️❄️
- College of New Caledonia 🕒 (Spring or Fall)
- Douglas College 🕒
- North Island College 🍁☀️❄️
- Royal Roads University ☀️
- Selkirk College ☀️
- Thompson Rivers University 🍁☀️❄️
- Vancouver Community College 🕒
- Vancouver Island University ☀️

#### Adventure/Outdoor Recreation:

- Capilano University ☀️
- College of the Rockies ☀️
- North Island College ☀️
- Selkirk College (Ski Resort Operations) ❄️

#### Event Management:

- BCIT 🕒

#### Culinary Arts/Cooking/Baking/Pastry Chef:

- Camosun 🕒
- Coast Mountain College ☀️ (March-July)
- College of New Caledonia ❄️ (Nov.-Dec.)
- Nicola Valley Institute of Technology 🍁☀️❄️
- Okanagan College 🍁☀️❄️ (uses a quarterly semester system)
- Selkirk College ☀️
- University of the Fraser Valley ☀️
- Vancouver Island University ☀️

#### Viticulture:

- Okanagan College ❄️ (Feb.-April)

To recruit from multiple schools at once, use ACE-WIL's Post an Opportunity portal at: <https://acewilbc.ca/post-an-opportunity/>



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## Resources Available at [acewilbc.ca/talent-match](https://acewilbc.ca/talent-match):

- Recruiting: Job Posting Tips, Sample Interview Questions, etc.
- Hiring For & Cultivating Initiative
- Hospitality, Tourism & Culinary Arts Recruitment Guide
- Simplified Recruitment for GLAM Organizations
- Funding Aimed at MATCH Employers
- Managing Students Working Remotely
- Post-Secondary Institutions and Programs
- Recordings of Past Info Sessions

### COMING SOON!

- How to Be a Good Mentor
- Tips for Hiring for the First Time
- Fine & Performing Arts Recruitment Guide
- Admin, Marketing, Design Etc Recruitment Guide

Contact for one-on-one support:  
[TalentMatch@acewilbc.ca](mailto:TalentMatch@acewilbc.ca)





# Canada Summer Jobs 2022

January 2022




# Purpose

- Provide information on the Canada Summer Jobs (CSJ) program
- Highlight key components of the program
- Describe the eligibility criteria
- Review the assessment criteria, including local priorities
- Highlight key elements of the Application Form
- Review the process and timeframes
- Review “8 tips to prepare your CSJ application”

## YESS and CSJ – Overview

- The Youth Employment and Skills Strategy (YESS) is the Government of Canada's interdepartmental initiative to help young people, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to make a successful transition into the labour market.
- The Canada Summer Jobs (CSJ) is a program under the Youth Employment and Skills Strategy which
  - Provide flexible and holistic services to help all young Canadians develop the skills, and
  - Gain paid work experience to successfully transition into labour market.



Canada Summer Jobs – CSJ 2022

# KEY COMPONENTS

# Key Components

## Eligible Employers



- Not- for- profits



- Public sector



- Private sector employers with 50 or fewer full-time employees

# Impact on Employers

Hi Alyssa,

This program has been a lifesaver for us and for our young hires during these difficult times.

(Please know) that your program changes lives, perhaps even saves them. This funding has such a positive impact and allows us to offer these opportunities that truly enriches the lives and futures of our students, our organisation and our community. We cannot adequately express our gratitude and appreciation for what you do.

Warmest regards,

Dannielle Alan, Manager  
Whistle Stop Gallery & Visitor Centre

## Key Components cont'd

- The program is open to:
  - All youth aged 15 to 30, not just students, can apply for CSJ-funded jobs
- It is easy to:
  - Apply for funding online
    - Use the online fillable application form or Grants and Contributions Online Services (GCOS) if you are already registered
  - Hire youth through Job Bank
    - All approved jobs are posted automatically on the Job Bank website to help young people find jobs
    - Job Bank web link: <https://www.jobbank.gc.ca/youth>



## CSJ 2022 Parameters

- The Government has committed to create 100,000 CSJ jobs for youth in 2022 to help ensure that the program remains responsive to the employment needs of youth and employers.
- For 2022, CSJ is returning to its regular parameters and will offer quality jobs over the summer months.
- The jobs can start as early as April 25th, and will need to end by September 3, 2022.
- Jobs will need to be full time with a minimum of 30 hours a week and a duration of at least 6 weeks.



Application

# Application Process



# When and how to apply

- Employers can apply up to **January 25, 2022**.
- You can apply for Canada Summer Jobs through any of the following four ways:
  - fillable form
  - online (fillable form or by using your GCOS account)
  - by mail
  - in person
- The **Applicant Guide** will help you to complete your application.
- [www.Canada.ca/CanadaSummerJobs](http://www.Canada.ca/CanadaSummerJobs)

# Grants and Contributions Online Services (GCOS)

GCOS is easy to use and a secure way of applying for funding. By using GCOS you can:

- have 24/7 access to your application
- track your application status
- manage active projects
- submit claims, supporting documents and employer-employee declarations
- subscribe to direct deposit
- review past projects submitted through GCOS

# Eligible employers and funding levels

- Not-for-profit organizations are eligible for up to 100% of the minimum wage and mandatory employment-related costs.
- Public-sector employers including Territorial (but not Provincial) governments: Eligible for up to 50% of the minimum wage.
- Private-sector employers\*: Eligible for up to 50% of the minimum wage.

*\*50 or fewer full-time employees at the time of application across Canada*



## Eligible youth

- To be eligible, youth must:
  - be between 15 and 30 years of age at the start of the employment;
  - 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; and,
  - 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.
- International students are not eligible participants

# Impact on Youth

“... I wanted to take the time to say that the place that I work, Spray lakes family sports center, is such an amazing facility. Everyone who works here is fantastic. This place has taken me in and accepted me for who I am, flaws and all. Everyone who I have the pleasure to work either for or with are all genuine, caring and compassionate people, and that can be hard to find in the world these days. I am beyond grateful that I get to be a part of that. It has changed my life for the better. Made me grow. Made me more mature. Made me change my perspective on certain things in a positive way and overall made me a happier person, and that's more than I could ever ask for.

Thank you. Sincerely.”

Brandon Polischuk  
CSJ Youth Participant  
Alberta



# Eligible Activities

Eligible projects must:

- **Provide** work experiences that support skills acquisition and development
- **Provide** work experiences that occur in a safe, inclusive, non-discriminatory workplaces that respect the rights of all Canadians
- **Provide** full-time work experiences between April 25 and September 3, 2022 in Canada for a minimum of six weeks
- **Have** a duration of 6-16 weeks of work (average 8 weeks)
- **Offer** full-time hours (minimum of 30 and a maximum of 40 hours per week)



# Ineligible projects and activities

- Projects consisting of activities that take place outside of Canada
- Activities that contribute to the provision of a personal service to the employer
- Partisan political activities
- 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; or,
  - advocate intolerance, discrimination and/or prejudice; or,
  - actively work to undermine or restrict a woman's access to sexual and reproductive health services



Canada Summer Jobs – CSJ 2022

# **ELIGIBILITY AND ASSESSMENT PHASE**



## Eligibility Criteria

If a project does not meet all 15 eligibility requirements, it will not proceed for assessment.

1. **Application must be submitted before the deadline.**
2. **Attestation box must be checked.**
3. **Application must be complete.**
4. **Employer must be eligible.**
5. **Project activities must be eligible.**
6. **Job duration:** Must be between 6 and 16 consecutive weeks.
7. **Job hours:** Must be full-time (30 to 40 hours per week).

## Eligibility Criteria (Continued)

8. **Other sources of funding:** You must declare whether you have applied, will apply, or have received funding from other sources for the job(s) requested.
9. **Salary:** The salary must respect minimum wage requirements in your province or territory.
10. **Money owing to the Government of Canada:** Your organization must declare any money owing to the Government of Canada.
11. **Health and safety:** You must demonstrate that you have implemented adequate measures to ensure youth awareness of health and safety practices in the work environment. Safety measures must relate to the type of work environment and specific job type and activities.
12. **Hiring practices and work environment:** free of harassment and discrimination.

## Eligibility Criteria (Continued)

- 13. Supervision:** You must outline the supervision plan for the youth and proposed job activities.
- 14. Mentoring:** You must outline the mentoring plan for the youth.
- 15. Past results:** The Department will review all files associated with your organization to verify if there is documented evidence from previous agreements with the Department that would render your application ineligible (including but not limited to financial irregularities, health and safety concerns, past project default or other results). The Department may also review previous applications and all previous correspondence, including responses to requests for missing information or clarification, as part of this review process. The Department may also consult with the Canada Revenue Agency (CRA) on past financial irregularities.



## Assessment criteria

- The **Assessment Criteria** are used to evaluate the quality of jobs through the following categories:
  - Provide quality work experiences for youth
  - Provide youth with opportunity to develop and improve their skills
  - Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

## Assessment criteria (continued)

### **Quality of the work experience**

- Jobs that provide a salary above the provincial or territorial minimum wage
- Employers who intend to retain the youth as an employee following the end of the CSJ agreement
- Employers who provide quality supervision

### **Provide youth with opportunities to develop skills**

- Employers who provide mentoring and skills development opportunities

### **Respond to national and local priorities**

- Local Priorities: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/local-priorities.html>



## Key elements for applying

- Canada Revenue Agency business number (payroll deductions (RP) program account number if available)
- Employer type
- Legal name
- Employer contact person
- Description of your organization's activities
- Location of the proposed work activities
- Workers compensation or equivalent liability insurance
- Job details
- Financial details
- Attestation



## Key Dates

- **Application period:** the application period is open until **January 25, 2022**. Throughout the application period, you are encouraged to promote the program to employers and youth in your constituency.
  - online
  - in person
  - by mail
- **Earliest job start date: April 25, 2022.**

# 8 tips to prepare your CSJ application

1. Read the entire Applicant Guide and Application Form prior to completing an application
  - While you are filling out your application, have the Applicant Guide beside you as a reference tool
2. Provide sufficient information in the Job Details section
  - Ensure the job details demonstrate a clear link to the local or national priorities you select (if applicable)

## 8 tips to prepare your CSJ application

3. Identify the constituency where the work will take place
  - Local priorities are established by constituency and will vary
  - You must refer to the specific local priorities for the constituency where the youth would perform the proposed work activities
  - If proposed activities are in multiple constituencies, you must complete a separate application for each constituency
  - In cases where MPs have not submitted local priorities for their ridings, employers will not be penalised.
  
4. Ensure the organization's legal name matches the Canada Revenue Agency (CRA) business number (check with the Applicant Guide)
  - Note that you should provide your RP (Payroll) Business Number in your Application
  - An RP account with the CRA is required if your business pays employees, and you must have an RP Business Number prior to hiring youth through the Canada Summer Jobs program

## 8 tips to prepare your CSJ application

5. In 2022, Canada Summer Jobs will plan to reach youth that face greater obstacles to obtaining a first job experience and prioritize job opportunities for youth facing systemic barriers to participation, and jobs in small business and the not-for-profit sector, specifically:
  - Youth who are early leavers of high school, not in employment, education or training;
  - Black and other racialized youth;
  - Youth with disabilities;
  - Indigenous youth; and,
  - Small businesses and Not-For-Profit Organizations that self-report as having leadership from groups that are under-represented in the labour market
6. Keep all contact information up-to-date
  - Inform Service Canada of changes to the signing authority or contact person in your organization
  - Most contact will be done via email – monitor “junk” folders, etc.

## 8 tips to prepare your CSJ application

7. Submit your application once, using one method:

- Submitting multiple copies or using multiple methods could result in a longer processing time
- **Online, click “Submit”** only once you’ve completed the application
- Faxed or emailed applications will not be considered
- Confirmation of Receipt: once an application has been successfully submitted, and a confirmation number generated, you will receive a confirmation of receipt by email.

\*If you did not receive the confirmation email, then it’s likely you did not hit submit. In that case, please contact the 1-800-935-5555.

8. Submit your application by **January 25, 2022**

- Don’t wait until the last minute!



# Questions?

[www.canada.ca/canada-summer-jobs](http://www.canada.ca/canada-summer-jobs).

Email: [W-T-SUMMER-ETE-GD@servicecanada.gc.ca](mailto:W-T-SUMMER-ETE-GD@servicecanada.gc.ca)

Call: 1-800-935-5555 (ATS: 1-800-926-9105) Regional line: 1-800-548-2375

Visit: [a Service Canada Centre](#)