



Summer Student Employment Program

Request Form for Departments and Agencies

| 1. Position Information | | | | |
|--|-----------|----------------------------|--------------------------------|-----|
| Department: | | Division/Region: | | |
| Position Title: | | Community(s): | | |
| Direct Supervisor: (Name, Title, Position #) | | | | |
| Start Date: | | End Date: | | |
| Full Time | Exception | 37.5 hrs/wk | Criminal Record check required | UNW |
| Part Time ____ hrs/wk | | | Name-Based Check | |
| Shift Work | Positive | 40 hrs/wk | Vulnerable Sector Check | EXC |
| Duties - Please select one of the options below: Option 1: Full duties of position # Option 2: Partial duties of position # Modified Job Description attached and submitted to Job_Evaluation@gov.nt.ca for evaluation Option 3: Casual Position Profile: (Include screenshot of selected profile and duties) <i>Please reach out to your HR Representative to view the available Casual Position Profiles</i> Option 4: Casual Statement of Duties attached and Submitted to Job_Evaluation@gov.nt.ca for evaluation <i>For more information on the Summer Student Hiring Process please visit the Online Managers' Toolkit available on MyHR</i> | | | | |
| 2. Summer Student Planning | | | | |
| Please provide a brief description of the summer student's work plan (i.e. projects to be worked on, training to be provided, and how performance will be monitored to ensure the student's success and development): | | | | |
| Please outline the education, knowledge, skills and abilities required for this position: | | | | |
| 3. Student Information | | | | |
| Name of Student Identified for Placement: | | Affirmative Action Status: | | |
| Student's Field of Study: | | Student's Year of Study: | | |
| Was the student previously placed in your department under the SSEP? | | Yes | No | |

The Summer Student Employment Program is intended to support northern post-secondary students by providing them with relevant work experience related to their field of study. We commit to ensuring that the placement is a valuable learning experience.

Please send completed form to March Gacayan, Student and Youth Recruitment Officer at March_Gacayan@gov.nt.ca or your Regional Human Resource Client Service Office.

Student Supervisor: _____

Date: _____

Delegated Signing Authority: _____

Date: _____