



# Summer Student Employment Program

## Program Guidelines

### Purpose

The Government of the Northwest Territories (GNWT) supports northern post-secondary students in their pursuit of higher education by offering summer employment opportunities. Students gain valuable work experience and enhance their employment prospects upon graduation.

### Summer Student Consideration

Hiring Managers identify summer student employment opportunities based on operational need. Where possible, Hiring Managers in consultation with their Human Resource (HR) representative, try to hire students in a particular field of study that is in alignment with the department's mandate.

### Definitions

**Northern Student** refers to an individual who maintains a Northwest Territories (NWT) address and is:

- a) Completing a semester of full time post-secondary studies within four months of applying to this program; or
- b) Being accepted to attend full-time post-secondary studies at the start of the fall.

**Ordinarily Resident** is the term used to describe residency and determines if a person is eligible for the GNWT Summer Student Employment Program. The GNWT's current definition of "ordinarily resident" is:

- a) A person physically residing in the NWT for 12 continuous months or more (not in full-time postsecondary studies);
- b) A person, or their spouse, is temporarily (two years or less) posted in a place of employment outside of the NWT, where the place of business is in the NWT, or is seeking medical treatment that is untreatable in the NWT (appropriate documents indicating proof must be provided);



- c) A person, or their spouse, is in full-time approved postsecondary studies and was considered actually or ordinarily resident before they left the NWT;
- d) A person is in K-12 outside of the NWT where the parent with whom they ordinarily reside with is considered a resident of the NWT under a), b) or c).

If a person has been out of the NWT for more than 12 continuous months, but has not resided in one specific province, territory or country for 12 continuous months, they are still considered ordinarily resident of the NWT.

**Post-Secondary Program** refers to academic programs with a prerequisite of a high school diploma or completion of the General Educational Development (GED) tests.

**Stage One Priority** refers to Indigenous individuals who are recognized members and descendent of a First Nations, Métis, or Inuit people indigenous to the present boundaries of the Northwest Territories.

**Stage Two Priority** refers to Indigenous individuals who are recognized members and descendent of a First Nations, Métis, or Inuit people indigenous to areas of Canada outside of the present boundaries of the Northwest Territories.

### Summer Student Eligibility

Summer student placements are available to northern students who fall within one of the following designated groups:

- **Stage One Priority**
- **Stage Two Priority**
- **Non-Priority:** Canadian citizen or permanent resident considered “ordinarily resident” of the Northwest Territories for at least one year immediately prior to the start of their program with a designated post-secondary institution (refer to the Appendix for definition of Ordinarily Resident).

### Occupational Eligibility

Departments can apply for summer students to fill positions in all occupational categories.



## Summer Student Employment Length and Salary

Through the Summer Student Employment Program (SSEP), departments hire northern post-secondary students as casual employees between April 15 and August 15. The decision regarding length of employment and salary is determined by the hiring department in accordance with HR's advice.

## Hiring Process – Departments

Hiring Managers may request access to the Summer Student database by emailing their HR Representative or the Student & Youth Recruitment Officer. Once granted access, Hiring Managers may review the summer student database and select resumes in accordance with the Indigenous Employment Policy, the department's mandate and the student's field of study.

Hiring Managers conduct interviews and reference checks and if successful in obtaining a candidate, proceed with completing a summer student request form and submit it to their HR Representative.

Departmental requests to the SSEP may be submitted at any time however, departments are encouraged to submit requests by February 28. Requests received by this deadline will ensure that all required paperwork is completed for students to begin employment for the beginning of May.

The Department of Finance will prepare the student's job offer and provide hire documents to the Hiring Managers. Managers forward these documents to their delegated signing authority and then to the student for signature.

## Application Process – Northern Students

Students interested in summer employment opportunities are required to register with the GNWT through the Careers site beginning November 1 until the end of August.

Students are required to provide proof of priority and registration in a post-secondary institution (i.e.: dated letter of acceptance).

Applications are reviewed by the Department of Finance to determine program eligibility including meeting the definition of a northern student. Applicants to the SSEP



are advised of the status of their application (registered, or not approved) by the Department of Finance.

Applications of all eligible post-secondary students are maintained by the Department of Finance until August 15.

### **Term of Eligibility**

Applicants who meet the definition of a northern student remain eligible for consideration for summer student employment from the date of registration (which includes confirmation of eligibility and approval by the Department of Finance) until August 15. Students must reapply each summer for which they wish to be considered for summer employment opportunities.

### **Future Employment**

Participation in the SSEP does not guarantee students future employment with the GNWT. Should a student wish to pursue employment with the public service upon the completion of their post-secondary studies, students are encouraged to apply for the Internship Program or apply on positions with the GNWT.

### **Learning and Development**

All employees require clear direction on the job functions required to be performed, performance expectations and frequent feedback about performance. To assist in this process with summer students, the Department of Finance has developed tools for Hiring Managers to aid in the development of their students including a summer student work plan and an Onboarding guide.

### **Roles and Responsibilities**

This section provides information on the roles and responsibilities of all participants in the program including the Department of Finance and Hiring Managers.

#### **Department of Finance**

- Overall coordination and administration of the Program.
- Direct support, advice and assistance to managers.



- Support and guidance through the application process to students.
- Review, assessment and approval of departmental applications to the Program.
- Review, assessment and approval of student applications to the Program.
- Provision of tools and resources to hiring departments to assist with the learning and development of students.

### Hiring Managers

- Determine if, where, and for how long they will hire a student based on operational needs.
- Review the SSEP database and hire students whose area of study is related to their mandate in accordance with the Indigenous Employment Policy.
- Commitment of resources and support to students to ensure their success in the program; this includes providing clear direction on the job functions required to be performed, reviewing the summer student onboarding guide, discussing performance expectations and providing frequent feedback about performance.
- Assist students to gain valuable work experience that would enhance their employment prospects upon graduation.