Student Employment Guide
For Hiring Managers

Saskatchewan

Table of Contents

Student Policy

Purpose

To offer students the opportunity to expand their work experience and to help offset their financial commitments.

Application

This policy applies to students employed under the various student programs within Executive Government and associated Agencies under *The Public Service Act, 1998*.

Authority

Letter of Understanding #2007 – 11 (Summer Students and Co-op Students)
PS/GE Collective Bargaining Agreement – specifically article 6.3/6.3.1
Ministry of Parks, Culture and Sports Letter of Understanding #2022-01

Key Principles

The process in which students are employed shall be:
- Fair, equitable and transparent;
- Timely to address ministries' staffing needs; and
- Simple to administer.

Eligibility

A 'student' must be:
- Legally entitled to work in Canada. If a student is an international student, please ensure they have the proper visa and work permit; and
- Attending school on a full-time basis and returning to school on a full-time basis.

Notes:
- Priority is given to students attending post-secondary over high school; and
- "Full-time" shall be defined by the educational institution the student is attending and proof of student status may be requested.

Types of Student Programs

Summer Student Program
- Must be attending school on a full-time basis in the spring and returning on a full-time basis in the fall (full-time is defined by the educational institution);
- Must have applied to and be eligible for the current year's program;
- Letter of Understanding #2007 – 11 applies
- Duration of employment is from the beginning of the pay period which includes April 1 to the end of the pay period which includes Labour Day each year; For Ministry of Parks, Culture and Sports employment end date is September 30th annually; and
- Administered by the Public Service Commission (PSC).

Summer Student Program Re-hires

In addition to the above:

- Must have been employed with Executive Government within the past 365 days;
- Intended to be re-hired into a position similar to the one they previously held; and
- Students can be re-hired from Summer Student, Co-op, Internships, or Less-than-full-time assignments.

Co-Operative Education Program and Internships
- Letter of Understanding #2007 – 11 applies
- Policies and procedures are determined by each post-secondary institution; and
- Duration of employment typically ranges from 4 to 8 months and shall not exceed 16 months.

Internships/Practicum Placements
Internships/Practicum placements are coordinated between the ministry and the post-secondary institution.

Student Less-Than-Full-Time
- Letter of Understanding #2007 – 11 DOES NOT apply
- Students must be attending school full-time during Less-than-full-time employment;
- Defined as working any amount less than 100%; and
- Duration of employment shall not exceed 9 months.

Preparing to Hire a Student

Planning, supporting and engaging student employees is crucial to the success of their work term. Making thoughtful considerations before hiring students will create a rewarding experience, aid in recruitment and retention, and create a positive image for the ministry and the public service.

Before hiring a student, consider:
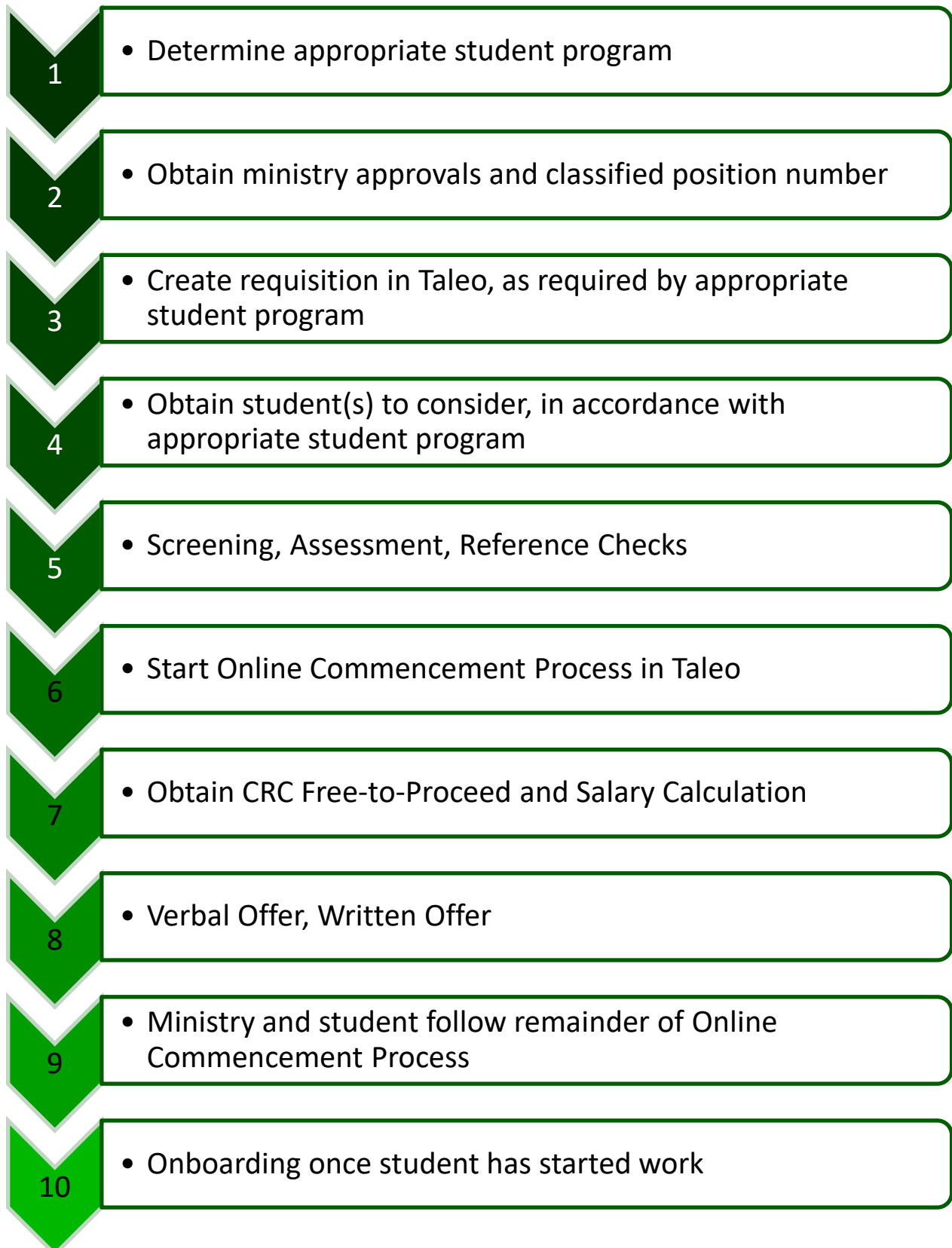
- Why am I hiring a student?
    - Future workforce considerations;
    - Short staffed;
    - Holiday coverage;
    - Special project work;
    - Busy time of year; or
    - Other.

- In which student program should I hire my student?
    - Summer Student (April to August);
    - Co-op Student or Internship; or
    - Student less-than-full-time.

- What roles and responsibilities will my student have?
    - Prepare an accurate Job Description to clarify what the job will entail; and
    - Prepare a Work Plan.

- Consider preferencing or designating the opportunity to a diversity group:
    - Aboriginal persons
    - Persons with disabilities
        - [Summer Student Employment for Persons with Disabilities Supports for Hiring Managers](#)
    - Visible minority persons
    - Women in non-traditional/underrepresented occupations

Process at a Glance

1. • Determine appropriate student program

2. • Obtain ministry approvals and classified position number

3. • Create requisition in Taleo, as required by appropriate student program

4. • Obtain student(s) to consider, in accordance with appropriate student program

5. • Screening, Assessment, Reference Checks

6. • Start Online Commencement Process in Taleo

7. • Obtain CRC Free-to-Proceed and Salary Calculation

8. • Verbal Offer, Written Offer

9. • Ministry and student follow remainder of Online Commencement Process

10. • Onboarding once student has started work

Position Numbers, Classification/Job Description and Compensation

Position Number
All employees must be placed into correctly classified positions with active position numbers. If you have an existing position for your student but you don't know the position number, contact your Human Resource Business Partner Team's Data Management Specialist for assistance.

If you don't have an existing position number for your student, a new one must be classified.

Classification/Job Description
The classification process for student positions is the same as for professional positions. Positions must be classified and assigned an appropriate classification grade and job code based on the position's assigned duties and responsibilities. Classification requests must be submitted to the PSC using the Electronic Position Description (ePD) located on PSC Client. The ePD allows managers to indicate if the position has the same duties and responsibilities as a previously classified job assignment, in which case the position will be classified the same.

If a student is being placed into a position which hasn't been classified before, then the hiring manager must complete and submit an ePD to the PSC in order to request classification. A tutorial on how to complete the ePD is available on PSC Client and your Human Resource Business Partner is available to assist as required.

Most student positions fall within in-scope levels 1 through 6. However, classifications above level 6 may be considered if the position is an internship or is graduate level.

Compensation/Salary
Students shall be compensated at the minimum rate of pay for the classification grade and are eligible for increments as per the Collective Bargaining Agreement (CBA).

Criminal Record Check (CRC)

Submission of a satisfactory CRC is a condition of employment for all new employees, including students, and is to be completed **prior to verbal offer.**

If a student is being re-hired and their previously submitted CRC is older than the CRC Policy allows, then they will be required to submit a new one.

To either confirm that the student already has a valid and satisfactory CRC, or to have the CRC process initiated, please complete and submit the CRC Status Confirmation Form available on Taskroom. You will need to provide the applicant's email address and telephone number; indicate if they are under 18 years of age; and confirm they have internet access.

Students are required to pay for their CRC. Depending on the type of CRC required, results can take between 2 days and 8 weeks (if results based on fingerprints are required).

Note: Students are required to disclose any criminal charges and/or convictions immediately to their supervisor, should this occur during the course of their employment. For further information refer to the Criminal Record Check Policy.

For assistance with the Criminal Record Check process, contact CRC.Coordinator@gov.sk.ca.

Workplace Diversity

Positions can be designated for or give preference to diversity group members. A strategic approach to hiring diverse talent starts with:

- Ensuring we are hiring talent that is representative of the citizens we serve at all levels of the organization.
- Bringing in unique and different perspectives and skills that contribute to a high performing organization.
- Ensuring we are contributing to the creation of a workplace where employees feel safe, supported, welcomed and able to succeed.
- Hiring people that align with and build on Our Commitment to Excellence values.

Consider Workplace Diversity
Determine if the position will be preference or designated to one of the diversity groups.
- Aboriginal persons
- Persons with disabilities
  - o Summer Student Employment for Persons with Disabilities Supports for Hiring Managers
- Visible minority persons
- Women in non-traditional/underrepresented occupations

For information on Workplace Diversity, refer to the Workplace Diversity Policy.

Summer Student Program

Application Form

There are 11 separate generic application forms based on the nature of work:

- Agricultural and Environmental Services
- Highway Maintenance
- Facility Operations and General Labour
- Science and Engineering

- Office Administration
- Safety and Security
- Business and Finance
- Geological Survey

- Human Services
- Law
- Parks and Culture

Students apply online at www.saskatchewan.ca/student-jobs to one or more application forms, depending on their interests, qualifications, and experience. The questions contained in each application form are customized to the nature of the work. This process enables students to apply for summer employment which suits their interests while improving the sourcing of qualified candidates for hiring managers.

Receiving Candidates

Hiring managers request students by creating a requisition and obtaining ministry approvals in Taleo. The Summer Student Program matches students who fit the criteria of the job. Those students who are selected for employment are hired through Taleo.

Program Launch Timing

The Program is launched in early October. This timeframe allows Hiring Managers to compete with other top employers for quality students.

Diagram of Summer Student Program
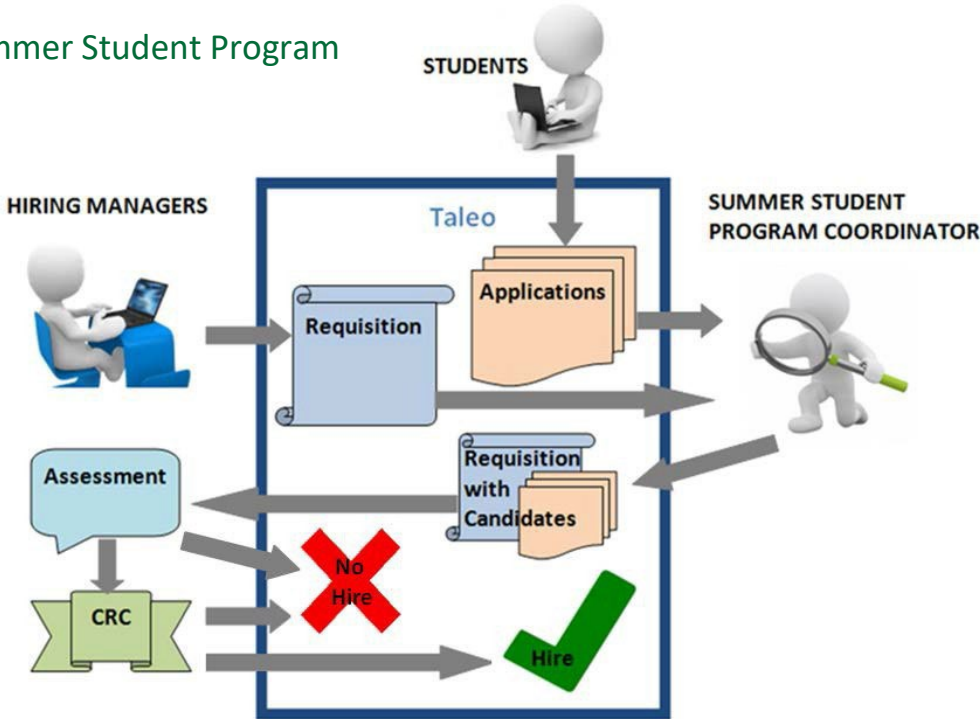
Summer Student Program New Hires

Description

- Letter of Understanding #2007 – 11 applies.
- New Student Hires are defined as those students who will be new to the role (i.e., not a re-hire).
- Students apply to a generic application form. Hiring Managers submit a request for students through a Taleo requisition, and students whose applications meet the job requirements are matched to the competition.
- Individual job opportunities are generally not posted unless there are insufficient students available through the above-noted matching process.

Roles and Responsibilities

Students
- Meet eligibility requirements;
- Apply online through the Career Centre at www.saskatchewan.ca/student-jobs; and
- Obtain and pay for a CRC as a condition of employment, if requested by the CRC Coordinator's Office.

Hiring Managers
- Obtains position number for active, appropriately classified position;
- In Taleo:
    - Creates a Requisition to request student(s). Comprehensive instructions with screen shots are available on Taskroom;
    - Obtains appropriate internal ministry approvals; and
    - MUST add "Summer Student Program Coordinator" as final approver.
- Assesses student(s) matched by the Summer Student Program;
- Starts the online commencement process in Taleo and follows the instructions; and
- At end date follows the Termination checklist to help coordinate the departure of the student.

Summer Student Program
- Is notified that a student requisition has been created and approved in Taleo;
- Matches students to requisition based on criteria entered by Hiring Manager;
- Notifies Hiring Manager that student candidates are matched to their requisition; and
- If necessary due to an insufficient candidate pool, advertises the job opportunity on external sources.

Summer Student Program Re-Hires

Description

- Letter of Understanding #2007 – 11 applies.
- Student Re-hires are those where the same student is hired into the same (or similar) role from year to year.
- To be eligible for re-hire, the student must have been in the same role, or similar, in the previous summer, or as co-op/student-less-than-full-time.

Roles and Responsibilities

Students
- Meet eligibility requirements;
- Apply online for the current Summer Student Program to be re-hired; and
- May need to obtain and pay for a CRC as a condition of employment, if requested by the CRC Office.

Hiring Managers
- Advises student to apply online for the current Summer Student Program;
- Obtains position number for active, appropriately classified position;
- In Taleo:
    - Creates a Requisition to request student(s). Comprehensive instructions with screen shots are available on Taskroom;
    - Obtains appropriate ministry approvals to re-hire student(s);
    - Identifies specific student(s) to re-hire in the 'Comments' field when requesting approval in Taleo; and
    - MUST add "Summer Student Program Coordinator" as final approver.
- Once the student has been added to the requisition, starts the online commencement process in Taleo and follows the instructions; and
- At end date follows the Termination checklist to help coordinate the departure of the student.

Summer Student Program Coordinator
- Is notified that a student requisition has been created and approved in Taleo;
- Investigates to confirm student requested was in same/similar role during previous summer or as co-op/student-less-than-full-time;
- Matches student re-hire(s) to requisition in Taleo; and
- Notifies Hiring Manager that student candidates are matched to the requisition.

Requesting a Specific Summer Student Outside of the Re-Hire Process

The Summer Student Program has been designed to ensure that our staffing processes are transparent, such that they can't be construed as involving patronage (i.e., hiring students who have a family/friend relationship with an employee).

However, the Public Service Commission recognizes that there may be times when a particular student is requested for hire (i.e., location issues, time constraints, etc.) outside of the re-hire process. Please keep in mind that these students must still meet the eligibility requirements.

In these situations, please contact the Summer Student Program at student.summer@gov.sk.ca to discuss the situation.

Transition: Co-op, Internship, or Less-Than-Full-Time to Summer Student

No Break Between Assignments
If a student is transitioning directly from their less than full-time position/co-op, or internship position to a summer student position with no break-in-service, the HRSC does not require a Termination Notification Form for the previous position.

Please follow the above-noted process for re-hiring a student, using the appropriate "current employee" hiring scenario on the Commencement Form.

Break-in-Service Between Assignments
If the end date for the previous assignment and the start date for the new assignment are not consecutive, the HRSC will require a Termination Notification Form for the previous assignment.

Please follow the above-noted process for re-hiring a student, using the appropriate "new or re-hire" hiring scenario on the Commencement Form.

Roles and Responsibilities

Students
- Meet eligibility requirements;
- Complete one of the Summer Student Program online application forms for the current program year; and
- Obtain and pay for a CRC as a condition of employment, if requested by the CRC Coordinator's Office.

Hiring Manager
- Obtains appropriate internal ministry approvals;
- Obtains position number for active, appropriately classified position;
- Students must be transitioned to a position similar to the one they previously held;
- Follows Online Commencement Process, including CRC;
- Once the CRC has been approved, makes an offer:
    - Presents a verbal offer and confirms start date;
    - Prepares and issues Letter of Offer; and
    - Sends signed Letter of Offer to the Human Resource Service Centre (HRSC).
- At end date, follows the Termination checklist to help coordinate the departure of the student.

Co-Operative Education Program

Description

Co-operative Education Program employment opportunities are coordinated between the hiring ministry and the post-secondary institution.

To ensure that students from across the province have the opportunity to apply, it is recommended that Co-op opportunities be posted at all three major post-secondary institutions:

- University of Regina: coop.office@uregina.ca or http://www.uregina.ca/careercentre/coop/;

- University of Saskatchewan: coop.studies@usask.ca or https://usaskstudies.coop/Learning-Opportunities/Co-op-Courses.php; and

- Saskatchewan Polytechnic: coopeducation@saskpolytechnic.ca or Co-operative Education Employer Information (saskpolytech.ca)

Periodically, a student hired through the Summer Student Program may wish to use their summer student job as a co-op job. In such a case, the Government of Saskatchewan continues to follow the Summer Student Program, since that was the program under which the student was hired. As long as it's operationally feasible, the hiring manager should support the student in their request (the accommodation to do so is typically minimal).

Letter of Understanding #2007 – 11 applies.

Student will be required to follow policies and procedures determined by their post-secondary institution's Co-op Office. Typical examples are a site visit by their Co-op Supervisor, and completion and submission of a Co-op Term Project.

Duration of employment typically ranges from 4 to 8 months and shall not exceed 16 months.

Roles and Responsibilities

Students
- Apply to post-secondary institution's job posting;
- Complete the requirements for the program as outlined by their post-secondary institution; and
- Obtain and pay for a CRC as a condition of employment, if requested by the CRC Office.

Hiring Manager
- Obtains position number for active, appropriately classified position;
- Sends job ad to Co-op office of the post-secondary institution(s) to be posted. Ensures the job posting identifies CRC requirement;
- Receives student resumes from the institution's co-operative education program;

- Assesses student(s) and requests the student(s) provide required documentation such as confirmation of licenses, certifications, etc.;
- In Taleo:
    - Creates a requisition and identifies specific student(s) to hire in the 'Comments' Field when requesting approval in Taleo. Comprehensive instructions with screen shots are available on [Taskroom](#);
    - Obtains appropriate ministry approvals to hire student(s);
    - MUST add "Summer Student Program Coordinator" as final approver;
- Email's candidate's resume to student.summer@gov.sk.ca, to be added to requisition;
- Start the online commencement process in Taleo and follow the instructions;
- At end date follow the [Termination checklist](#) to help coordinate the departure of the student; and
- To extend a Co-op term, contact the post-secondary institution's co-operative education program office; and prepare an Extension Letter.

Post-Secondary Institution's Co-operative Education Program
- Posts job opportunities for their Co-op students to apply;
- Forwards resumes to Hiring Manager and may set up interviews for Hiring Managers; and
- Acts as main contact for Co-op placements.

Internship/Practicum Placements

Internships/Practicum placements are coordinated between the ministry and the post-secondary institution. For assistance or information, contact your Human Resource Business Partner Team.

Student Less-Than-Full-Time

Description

- Letter of Understanding #2007 – 11 DOES NOT apply;
- Student must be working any amount of time less than 100%;
- Duration of employment shall not exceed 9 months; and
- Student must be attending school full-time during Less-than-full-time employment.

Roles and Responsibilities

Students
- Meet eligibility requirements;
- Apply online to the online job posting; and
- Obtain and pay for a CRC as a condition of employment, if requested by the CRC Office.

Hiring Manager
- Obtains appropriate internal ministry approvals;
- Obtains position number for active, appropriately classified position;
- Interviews/assesses student(s) and requests they provide required documentation such as confirmation of licenses, certifications, etc.;
- In Taleo:
  - Creates a requisition to request student(s). Comprehensive instructions with screen shots are available on Taskroom;
  - If the desired candidate is already known, identifies the name in the Comments box in the Request Approval screen, and emails student's resume to student.summer@gov.sk.ca, to be added to requisition;
  - Obtains appropriate ministry approvals to hire student(s); and
  - MUST add "Summer Student Program Coordinator" as final approver.
- Starts the online commencement process in Taleo and follows the instructions; and
- At end date follows the Termination checklist to help coordinate the departure of the student.

Summer Student Program
- Advertises the job opportunity on external sources as requested by the hiring manager. Candidates will apply online to the posting. Advertising media to consider are:
  - Post-secondary institution career center and/or job boards;
  - A specific program area of a post-secondary institution (Faculty of Social Work, Agriculture, etc.); and
  - Government of Saskatchewan LinkedIn page.

Transition: Summer Student, Co-op, or Internship to Less-Than-Full-Time

Letter of Understanding #2007 – 11 does not apply to Students Less-than-full-time; therefore, Summer Students and Co-Op/Internship Students who transition to Student Less-Than-Full-Time assignments forfeit rights covered by the Letter of Understanding and should be made aware of such by the hiring manager. In particular, this impacts seniority and break-in-service.

No Break Between Assignments
If a student is transitioning directly from their Summer Student, Co-Op, or Internship position to a Less-than-Full-Time student position with no break-in-service, the HRSC does not require a Termination Notification Form for the previous position. This means that, if a student is continuing to work as a student less than full time in the same identical position, a Taleo requisition is not required to be created and student does not need to be commenced through Taleo; only a new Letter of offer is required.

If the new position is identical (same position number) to the previous position, only a new letter of offer is required. This is a new assignment, not an extension.

If the new position is not identical to the previous position (i.e., a change in salary grade, OCC code, position number, etc.), please create a new requisition in Taleo, have the student matched into it (email student.summer@gov.sk.ca) and then hire the student using the appropriate "current employee" hiring scenario on the Commencement Form.

Break-in-Service Between Assignments
If the end date for the previous assignment and the start date for the new assignment are not consecutive, the HRSC will require a Termination Notification Form for the previous assignment. Please follow the above-noted process for re-hiring a student, using the appropriate "new or re-hire" hiring scenario on the Commencement Form.

Roles and Responsibilities

Students
- Meet eligibility requirements;
- Obtain and pay for a CRC as a condition of employment, if requested by the CRC Office.

Hiring Manager
- Obtains appropriate internal ministry approvals;
- Obtains position number for active, appropriately classified position;
- Students must be transitioned to a position similar to the one they previously held;
- If position is not identical, follows Online Commencement Process, including CRC
- Once the CRC has been approved, makes an offer:

- o Presents a verbal offer and confirms start date;
- o Prepares and issues Letter of Offer; and
- o Sends signed Letter of Offer to the Human Resource Service Centre (ESC).
- At end date, follows the Termination checklist to help coordinate the departure of the student.

Planning for the Student's Arrival

The steps to follow to plan for a student's arrival are the same as those for any other employee. Taskroom contains a helpful list of things to do.

Refer to the Manager's Guide to Orienting New Employees document on Taskroom to ensure you provide a successful onboarding process and engaging work term.

In addition, consider the following:
- What training and support can be offered beyond required (i.e., WHMIS) training?
  - Upcoming training or information sessions (Login to My Learning App in PSC Client, go to" Find a course" and search for courses)
    - Online resources;
    - Ministry specific orientation; and
    - Ministry specific training.
  - Provide a work mentor to allow for shadowing, support, or learning;
  - Encourage participation in workplace activities;
  - Review the student's work plan with them; and
  - Invite the student to make suggestions for work plan and daily activities.

- Does the student require any accommodation?
  - If the student has requested an accommodation, contact your Human Resource Business Partner.

- What learning and development opportunities can be offered?
  - Invite students to meetings to expand their experience and knowledge of the work environment:
    - One-on-one meetings;
    - Student group meetings; and
    - Unit/Branch Meetings.
  - Provide opportunities for students to demonstrate and enhance their knowledge and skills:
    - Support a project of another colleague to expand learning;
    - Assign extra projects or duties;
    - Expand responsibility where possible; and
    - Provide networking opportunities or contacts for students to make valuable connections.
  - Maintain open and direct lines of communication:
    - Open-door policy;
    - Provide timely, constructive, and supportive feedback;
    - Provide praise and appreciation where it is appropriate; and
    - Support students' suggestions and questions.

Frequently Asked Questions

Q: I've never hired a student before. Where do I start?

A: This document should answer most of your questions. Your Human Resource Business Partner Team is also available to help you through the process.

Q: Where can I find standard job descriptions for student positions?

A: Standard job descriptions are available in PSC Client.

Summer Student Program

Q: How does the Summer Student Program work?

A: The Career Centre has 11 different application forms, based on the nature of the work. Students can complete one or multiple application forms depending on their interests, qualifications, and experience.

As a summer student job becomes available, the hiring manager creates a requisition in Taleo and submits it to the Summer Student Program at the Public Service Commission. The Summer Student Program searches the students' completed applications for those matching the position's requirements and refers them to the hiring manager for consideration.

Q: How do I hire a student experiencing a disability?

A: You would create your requisition and indicate that you are preferencing or designating the position to "Persons with disabilities". The Summer Student Program will then match those student applicants that meet your positions requirements and have self-declared on their application as a person experiencing a disability. See [Summer Student Employment for Persons with Disabilities Supports for Hiring Managers](#) for further supports.

Q: When do the majority of students apply into the Summer Student Program?

A: Some students submit their applications as early as October, but the majority of students apply between January and April.

Q: Is it necessary to go through the Summer Student Program to find my summer student? Can I hire a student on my own?

A: No. To maintain the integrity of the Summer Student Program in Government, it is necessary that all summer student opportunities be filled in the same way. If this

approach doesn't meet your needs, please contact the Summer Student Program at student.summer@gov.sk.ca to discuss how we may help you to address your situation.

Q: How do I receive approval to hire a summer student?

A: Student employment is exempt from the fiscal restraint provisions, and each ministry follows a different process for approvals regarding summer student hiring. Please consult with your Human Resource Business Partner Team to determine the correct approval process.

Q: The candidates I received aren't qualified. What can I do?

A: Please consult with the Summer Student Program at student.summer@gov.sk.ca to discuss the situation.

Q: I am receiving too many/too few student applications for my competition. What can I do?

A: Please consult with the Summer Student Program at student.summer@gov.sk.ca to discuss the situation. You can also indicate how many applications you wish to review in the "Requestor's Comments" box when you Request Approval or Request Contribution in Taleo.

Q: A student gave me their resume in person/via email, and I told them to apply online, yet I don't see their application attached to my competition.

A: Candidates are not automatically attached to a competition. Please contact the Summer Student Program at student.summer@gov.sk.ca with the student's name and the Requisition ID (i.e., PAR004667) and the student will be manually attached once their application is found in the system.

Q: The Summer Student Program added some more candidates to my requisition. How can I tell which ones are new?

A: Please refer to the "Sub. Created, Updated" column on the far right of the candidate list. Click on the column title to sort by date. You can also click/drag the column elsewhere in the candidate list, as desired.

Re-hiring Same Student Next Year

Q: How do I secure a student to return next year?

A: Consider using the [Student Expression of Interest letter](#)

- o   For ministries unable to confirm the hiring of a summer student immediately after their summer work term, the option of issuing a Student Expression of Interest letter is available:
  - a) Typically used between the end of the summer term and March of the upcoming year;
  - b) Allows managers to maintain contact with the student(s) while they seek ministry re-hire approval; and
  - c) Allows both the manager and student(s) to express interest in the upcoming summer work term.

Q: How do I hire the same student that I had last year?

A: In order to re-hire a student who has previously worked in your branch, please create a requisition in Taleo and submit it to the Summer Student Program. In your approval request, indicate the name of the student you wish to re-hire. As long as the student has applied to, and is eligible for, this year's program, the coordinator will then match that student to the competition.

Q: Can I secure the same student using the Labour Service Recall process instead of going through the Summer Student Program?

A: No. To ensure the integrity of the Summer Student Program, including student eligibility, students must apply to and be eligible for the current year's program, each year. As such, all summer student hiring must be completed in Taleo, as described above.

Submitting a Request in Taleo

Q: **How do I create a competition in Taleo?**

A: Please see the instructions on [Taskroom](#).

Q: **How do I know which template to use when creating my competition in Taleo?**

A: This is determined based on the nature of the work. When viewing the list of available templates, select the one that appears to be the best match to the position being staffed.

Q: **Why is my competition stuck in 'Pending' status?**

A: Competitions in 'Pending' status are awaiting approval. You can click the Approvals tab to see whose approval the competition is awaiting.

Q: **How do I request candidates for my competition?**

A: In order to begin receiving candidates for your competition, you must make "Summer Student Program Coordinator" the final approver. The Summer Student Program Coordinator receives an automatic notification of your request and will search for candidates who match the position's requirements.

To make Summer Student Program Coordinator the final approver, click
More Actions > Request Approval or More Actions > Amend Approval Path.

If the Summer Student Program Coordinator is not the final approver, they will not be aware of your requisition. If you discover this to be the case and the competition has already been approved, you can use More Actions > Request Contribution to submit the competition to the Summer Student Program Coordinator.

Q: **Why is Request Approval not available in the More Actions drop-down?**

A: This could be for one of two reasons:

1. Check the status of the competition to make sure it's not already Approved. If it's already Approved, then select Request Contribution from the Summer Student Program Coordinator instead.
2. Click the Diagnostic icon ⚒ on the right-hand side to see if there are any fields still requiring completion.

Recruiting

Q: **Can I advertise my Summer Student opportunity elsewhere?**

A: To maintain the integrity of the Summer Student Program, it is important that all summer student opportunities be filled using the same process. If the standard process doesn't meet your needs, please contact the Summer Student Program at student.summer@gov.sk.ca to discuss the situation. They will work with you to source qualified candidates.

Q: **I require a student to work in a small/rural community, and there aren't enough candidates who applied for that location. How do I recruit a candidate?**

A: Please contact the Summer Student Program at student.summer@gov.sk.ca to explore advertising options.

Q: **How do I recruit a new Student Less than Full-Time for the fall semester?**

A: If you have already selected the student to hire, follow the instructions in the "Student Less Than Full-Time" section above. If you don't already have a student selected, create your requisition in Taleo, then contact the Summer Student Program Coordinator at student.summer@gov.sk.ca for assistance to recruit candidates.

Managing the Candidate Applications

Q: **How do I remove a candidate from my competition?**

A: Once a candidate has been attached to a competition in Taleo, they cannot be removed. However, in order to better sort through your list of candidates, you may mark the candidate as ineligible/unsuccessful by selecting the candidate and clicking "More Actions > Change Step/Status." Follow the screens to indicate why the candidate is not successful.

Q: **How do I process a student's commencement document in Taleo?**

A: The process is the same as for Professional positions. Instructions can be found on Taskroom.

Onboarding/Off boarding

Q: **Do I have to use the Online Commencement Process?**

A: Yes, in order to meet payroll timeline requirements of *The Saskatchewan Employment Act*, it is important that the Online Commencement Process be used for all hires, unless the candidate doesn't have access to email/Internet.

Q: **How do I keep my student on as a Student-Less-Than-Full-Time after the summer?**

A: If your student is continuing to work as a student less than full time in the same identical position, you are not required to create or commence the student through Taleo; only a new Letter of offer is required. If the new position is not identical to the previous position (i.e., a change in salary grade, occ code, position number, etc.), please create a new requisition in Taleo, have the student matched into it (email student.summer@gov.sk.ca) and then hire the student using the appropriate "current employee" hiring scenario on the Commencement Form.

Q: **What onboarding tools are available to support the arrival and welcome of my student(s)?**

A: A guide, checklists and tools for onboarding your student can be found on [Taskroom](#).

Q: **What off-boarding tools are available to support the departure of my student(s)?**

A: A guide, checklists and tools for off-boarding your student can be found on [Taskroom](#).

Q: **What do I do if my student wants to leave earlier than indicated on their letter of offer?**

A: Confirm with your student their official last working day. Some students may request to leave prior to the end date outlined in their letter of offer to get ready to return to school. Typically, a manager will grant the student unpaid VL or amend their letter of offer with a new end date. Questions? Contact the Human Resource Service Centre.

Performance Assessment

Q: **Is there a Student Evaluation form?**

A: In addition to the Work and Learning Plan, performance evaluation can be a valuable tool to provide feedback to students. An optional Student Evaluation Form can be found on [Taskroom](#).

Help

Q: **Who do I contact for help?**

A: Support is provided by the PSC as follows:

- How to screen/assess your candidates: Human Resource Business Partner Team

- Student Employment Programs: student.summer@gov.sk.ca
- Taleo support: [Taskroom](#) or staffing@gov.sk.ca
- Criminal Record Check Program: CRC.Coordinator@gov.sk.ca