Employer Information

Thank you for participating in the Queen's Career Apprenticeship: Kingston (QCA: K) program. Dedicated employers such as yourself are improving the economic landscape of Kingston, expanding the local workforce, and connecting with talented new graduates.

Students will have until January 21, 2024, to apply, at which point the interview process will begin. Please review the program processes as outlined in this document. Should you have any concerns or questions regarding any of the information, please do not hesitate to contact the Kingston Economic Development Corporation or Queen's University.

Kingston Economic Development Corporation

Contact: Meg Hewitt

Title: Community Outreach & Programs Coordinator

Email: hewitt@investkingston.ca

Queen's University

Contact: Vanessa Ellia

Title: Experiential Learning and Programming Assistant

Email: asc.el@queensu.ca

Queen's Career Apprenticeship: Kingston (QCA:K)

This innovative employment-funded program aims to accelerate the careers of graduating students as well as keeping outstanding talent in the City of Kingston. The program consists of a one-year, salary paid, career apprenticeship, along with mentorship and networking opportunities to ensure success long-term.

Businesses receive a maximum grant of $2,500 per month for the first two and last two months of the apprenticeship (totaling a maximum of $10,000 per position).

As a participating employer, you will have access to a competitive pool of extraordinary talent that can bring energy, creative and critical thinking to your business operation.

Why Queen's Students?

Whether they are pursuing a degree in music while learning multiple languages, or mixing a love of economics and English literature, Queen's Arts and Science students can design personalized degrees in a challenging, innovative environment. Creative Arts, Humanities and Social Sciences encourage analytical, critical, and creative thought, transforming students into informed, responsible, and educated global citizens. This is where tomorrow's professional leaders get their start.

The reality is that society needs arts graduates: global-minded, multi-talented leaders who understand the complexity and nuance involved in solving the problems of the 21st century. These future young professionals are critical for the growth of Canada's economy and add significant value to businesses ready to hire them.

What our Graduates Offer:
- Critical thinking and analysis of complex questions
- Identify nuanced patterns and offer creative problem solving
- Communicate effectively with a variety of audiences and mediums
- Comfortable with ambiguity and demonstrate adaptability
- Manage multiple projects in a timely and organized manner
- Leverage appropriate technology and information system to manage data
- Work with others effectively to achieve goals and understand broader needs of social diversity and inclusion

Job Posting

To submit a job posting to the Queen's Career Apprenticeship: Kingston, the first step will be to contact the Kingston Economic Development Corporation and discuss the position and your ideal

candidate. Then you will need to complete a job posting form. Once completed, your posting will be uploaded to the Queen's MyCareer job portal where students can start applying.

Below are tips to get your job noticed and increase the number of applications received:

- Applicants will be more attracted to detailed job titles versus generic ones like "program apprentice" or "assistant".
- Include as much detail as possible in your job description.
- Talk about your company! What do you do? What is different about your organization?
- What type of candidate are you looking for? Use descriptive words and emphasize competencies that students can identify with.
- How does this role fit into your organization? Do you have a team this individual will be a part of? What are they working towards?
- What are the responsibilities associated with this position? Are there specific projects? Provide as many as possible!
- What are the qualifications? Do not overload on technical skills. REMEMBER: Students are new to the job market but are very willing to learn!

The final deadline to submit postings is 4:00pm on **January 7, 2024**. We encourage employers to submit their postings as soon as they are able. The sooner a posting is submitted, the more attention it will receive from applicants.

Please be aware that only graduating students within the 2023/24 academic year with a major in the Arts, Social Science, and Humanities will be eligible to apply to positions in the Queen's Career Apprenticeship: Kingston (QCA: K).

Job Posting Template

Job posting guidelines

Job Posting Information

Position Title	
Industry	
Annual Gross Salary	
Location of work (if not in Kingston area)	
Company Name	
Company Address	*Full Address, including area code*
Company Phone Number	
Company website	
Key contact	
Contact's Title	

Contact's Email	

Job Description

Please include

- Introduction to the company and the kind of work you do
- Brief overview and history of the position
- Description of the role, including duties and responsibilities

Qualifications

Please include

- ➢ Key Skills

Start Date

Approximate date if different from the proposed May 1st: _____

Application Information

The student application deadline will be:

January 21, 2024

Position specific application instructions (indicate what students need to include in their application, e.g. resume, cover letter, writing sample)

Important Dates

- **October 4, 2023**
  Virtual information session.

- **October 10th – 13th, 2023**
  Fall term reading break (*TBC).

- **November 9th, 2023**
  EcDev Launch event.

- **December 15, 2023:**
  Deadline for employer to submit positions.

- **January 7, 2024**:
  Hard deadline/Final day for job postings.

- **December 25 – January 2**
  University Closure

- **January 11, 2024**
  Virtual Information Session

- **January 21, 2024**
  Students will have until 11:59pm to submit applications.

- **January 22 – 24, 2024**
  Review of applications. Last time to give students the opportunity to improve or revise their application.

- **January 25 – 26, 2024:**
  All eligible applications will be forwarded to employers by **4:00 PM**.

- **January 29 – February 19, 2024**
  Interviewing window.

- **February 19, 2024**
  Deadline for students and employers to submit their ranked preferences by **12:00 PM** (noon).

- **February 20 – 24, 2024**
  Winter term break.

- **February 26, 2024**
  Deadline for the program to inform the employers of a successful match.

- **March 1-8, 2024**
  Contracts issued. Successful candidates are encouraged to accept offers by March 11, 2024 (i.e., confirmation to be received by).

- **March 20, 2024**
  Successful candidates are paired with an industry leader who will serve as their mentor for the year.

- **May 1, 2024**
  Earliest date for the apprenticeship to commence.

- ➢ **May 2024 (TBD)**
  Celebratory event for the new QCA: K cohort and employers.

- ➢ **August 2025**
  Complete annual surveys to provide feedback and support future years of this program.

Interview Logistics

Employers will have approximately 3 weeks to conduct their interview process. This time will be inclusive of application reviews, secondary interviews, site visits etc. Employers will be responsible for coordinating all necessary interview timings and logistics.

Please submit names of candidates to interview by **12:00 PM (noon) on January 28** to Queen's University (asc.el@queensu.ca). The program will contact unsuccessful candidates.

If you would like to conduct a second round of interviews or would like to schedule a site visit, please schedule these interviews (if possible) between January 29-February 19, 2024, to complement the program's timeline.

Ranking Process

After the interviews have taken place, employers and students will rank their preferred choice(s) to Queen's University via email. Please note that you should only submit the names of candidates who you will hire should they be matched, i.e. if you interviewed four candidates and assessed that only two met your requirements, only submit those two names in your rankings:

- Ranked 1st = Most valued candidate
- Ranked 2nd = Second most valued candidate
- Ranked 3rd = Third most valued candidate

Please be aware that some students may be interviewing with several companies and will be asked similarly to rank their preferred employers. All rankings are confidential, and the Queen's Career Apprenticeship: Kingston program will not release these scores to external stakeholders (students or employers). This ranking process is designed to ensure the most compatible matches to benefit both the employers and the students.

To keep the process on track, we ask that you submit your rankings no later than **February 19, 2024, at 4:00 PM** to ensure you can attract the best talent.

Once the ranking process has been completed, the program will inform the employers of the match by **February 26, 2024**. Successful **student participates will only be offered one position on the highest match score** between both employer and student.

Please note that the employers must agree to adhere to the ranking principles in order to participate in the Queen's Career Apprenticeship: Kingston program. Please do not make offers to candidates until the program has given you written confirmation that the match has been made. **Failing to follow program guidelines may result in loss of financial reimbursement.**

If you have any questions regarding the Queen's Career Apprenticeship: Kingston program, please contact **Meg Hewitt** (hewitt@investkingston.ca) at Kingston Economic Development.

Offering Employment

Once you receive the name of your apprentice, please connect with them directly to discuss employment. We encourage you to send your formal letters of employment to the apprentice by **March 8**, **2024**. If you require assistance or have questions, please contact a program administrator.

Feedback

The students who participate in the QCA:K program understand the importance of having the opportunity to interview. Those that do not secure employment will greatly appreciate constructive feedback from employers. Should students ask, please consider offering advice that can help these budding young professionals secure employment in the future.

Thank You

Thank you once again for joining us on this journey; we look forward to working closely with you. Please remember should you have any questions or concerns you are welcome to contact members of the QCA: K team, primarily:

Meg Hewitt (hewitt@investkingston.ca) at the Kingston Economic Development Corporation

Vanessa Ellia (asc.el@queensu.ca) at Queen's University.