

STEP – Student Employment Hiring Policy

Jurisdiction: Manitoba

Contact: Allyson Henry, STEP Services

Level: Transitions

Theme: Transitions and linkages

Description of Practice:

STEP Services (student employment program within MB4Youth Division) has a mandate to recruit, register and refer qualified students into summer jobs within provincial government departments, including Manitoba Hydro and Workers Compensation Board. The student employment hiring policy within these two latter organizations is to ensure that Aboriginal student placement goals are met when STEP Services refers qualified students to these jobs.

BACKGROUND

Students register online with information on their education and skills, including a self-declaration section. Submitted applications are then downloaded into our STEP Services database. Student staffing requests are forwarded from Manitoba Hydro and Workers Compensation Board and staff of STEP Services contact hiring supervisors for job requirements and a matching process occurs. STEP Services ensure that qualified Aboriginal candidates are contacted and if available, those students are included in the interviews.

Manitoba Hydro and Workers Compensation Board provide summer employment opportunities for university, college and high school students. Students complete summer work placements in a variety of positions throughout the province, gaining valuable work experience. They see this program as an excellent way to provide opportunities for and build relationships with designated employment equity groups such as students of Aboriginal descent. Each year employment target goals are reviewed and communicated to STEP Services.

DEVELOPMENT

In order to reach the employment target goals, STEP Services ensures that STEP information and registrations are distributed to Aboriginal Outreach offices and schools in northern Manitoba, Band offices, Aboriginal /Métis Friendship Centres, First Nations communities, Partners for Careers, Centre for Aboriginal Human Resource Development, Northern Association of Community Councils, Aboriginal associations such as Manitoba Native Education Association and Manitoba First Nations Education Resource Centre, all post-secondary colleges and universities, Student Employment Centres on campuses including ENGAP (Engineering Access Program) and ABEP (Aboriginal Business Education Program) offices, and Aboriginal student associations on campuses, provincial employment centres, etc. As well e-mail announcements on recruitment have been included to AMC Equity Network (reaching approx. 100 members);

Aboriginal Employment Initiative contacts (Chamber of Commerce), Manitoba Workinfontet (website for youth and students).

Staff of STEP Services

- coordinate information sessions, along with Manitoba Hydro staff and speak to Aboriginal students at post-secondary campuses in Winnipeg and Brandon to provide them with more detailed information about our programs
- recruit annually in-person at post-secondary campuses and take a pro-active approach to encourage students to register with STEP Services
- attend most career fairs – province-wide including those held in northern Manitoba and provide student hiring information to students.

EVIDENCE:

Employment targets are met or exceeded and Aboriginal students are successfully placed with Manitoba Hydro and Workers Compensation Board into career or non-career related positions which will help them gain valuable work experience and develop other skills such as communication and inter-personal skills.

Meetings are held annually to review outcomes and make recommendations for the next summer season.

ADAPTABILITY

Eligible students that are placed in career or non-career related positions with Manitoba Hydro and Workers Compensation Board have an opportunity, in the following year, to return to the position that they had, or are provided with a more career-related opportunity within that organization. The organization looks at the qualifications of the returning students and could potentially move them to a more challenging job that utilizes the newly developed skills acquired through their previous placements

Once students graduate from school they are able to apply for any suitable permanent positions within these organizations.

Partnerships can be formed with key employers and other stakeholders in any province or territory to support an activity such as this.

FURTHER INFORMATION:

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