

Summer Experience Program 2011

Tip Sheet

Summer Experience Program 2011 DOs	DON'Ts
Do ensure that the position is suitable for a participant with minimal work experience in this field and that it <u>supplements</u> core business needs.	Don't use the position to perform work normally done by an employee, to conduct project work at a level that is comparable to work done by other staff in the same area, or to cover an employee on a leave of absence.
Do respect the provisions of collective agreements that apply to student positions.	Don't ask participants to work overtime.
Do ensure that language in the job description reflects an entry-level position, and not a full working level position. Use action verbs such as "assisting", "helping", and "working with". Remember, these are specific summer positions!	Don't include language such as "responsible for", "working alone", "expert knowledge of", "will lead a team in the development of", "will provide advice to management on..." or "must have extensive knowledge of." These are entry-level positions, not components of existing positions.
Do ensure that the position description complies with staffing policies.	Don't specify that the position requires a degree or diploma. Don't require the candidate to have a car.
Do provide youth with hands-on work experience and opportunities to explore personal interests, remain engaged, develop skills and abilities and develop their employability and interpersonal skills.	Don't state that "previous experience is an asset " (only required skills should be listed).
Do clearly describe the location and type of work performed.	Don't include acronyms in the job description.
Do clearly state if the student will be working in a team, or independently with supervision.	Don't include language such as, "participant will work without supervision" or "working from home, the incumbent will..." etc. Please remember that these participants have little or no work experience and will benefit from your supervision and regular feedback.
In order to ensure that the reporting relationship is clear, do include language such as "working under the general supervision of the branch manager, the incumbent will assist in..."	Don't use language such as "must be physically fit", as this may disadvantage candidates who are otherwise qualified for the position.
Do ensure that the language in the position description is in compliance with the <i>Ontario Human Rights Code</i> . When specifying requirements such as "ability to lift heavy objects (40 pounds)", they must be bona fide occupational requirements of the position.	