Employer Work-study Hiring Guide

Best practices for Work-Study hiring & interviewing

- Thoroughly review all CLN applications.
- Screen out candidates who do not meet the minimum qualifications as posted.
- Develop a short list of candidates to interview based on qualifications.
- Compile a set of questions that will aid in assessing the candidates in relation to the established criteria.
- Make hiring decision after thorough review and assessment of candidates.
- Conduct reference checks. In most cases, contact references only for the candidate you are hoping to offer the position to. Inform the applicant prior to checking the references.

All aspects of the selection process must be in keeping with the Ontario Human Rights Code i.e. every person has the right to equal employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status or handicap. As well, the University Employment Equity Policy: The University of Toronto is strongly committed to diversity within its community. The University especially welcomes applications from visible minority group members, women, aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to further diversification of ideas.

When you have selected your candidate

**Employer and Student will:**

1. download the Work Study Hiring Form from the [CLN](#) or [Enrolment Services](#) website
   - student completes page 1
   - employer and department business officer completes page 2

2. submit completed and signed Hiring Form (by deadline) to the work study coordinator either by email to [workstudy@utoronto.ca](mailto:workstudy@utoronto.ca) or by inter-office mail to:

   Work Study Program
   Enrolment Services
   172 St. George Street
   Toronto, ON M5R 0A3
Work Study Coordinator will:

3. process the Hiring Form by confirming student eligibility and accuracy of collected data. Incomplete or inaccurate Hiring Forms will delay processing time.
4. notify employer, payroll/business officer and student of eligibility and hiring approval through email.

Business/Payroll Officer will:

5. complete HRIS hiring as per AMS instructions for hiring work study students.

NOTE: Students may begin work as early as the first day of classes in each work study session, but should NOT begin working until approval notification is sent. If employers want students to begin working immediately they MUST submit their Hiring Forms as early as possible prior to the student beginning work.

Best practices for Work-study supervision

- Tell others about your student.
- Prepare student’s workspace.
- Provide your student with the materials necessary to perform their duties (lab coat, computer, office supplies etc.).
- Have written guidelines about the position for your student.
- Set goals and expectations with your student.
- Allow your student time to ask questions.
- Assign your student projects and set project priorities with your student.
- Provide feedback on your student’s work performance.
- Listen to your student when they approach you.
- Include your student in meetings that relate to their projects.
- Ask your student for input and recommendations.
- At end of term verify competencies students’ gained from position.
Respecting your student under harassment and discrimination policies

The *Ontario Human Rights Code* protects students, like other employees, from harassment and discrimination. Harassment includes:

- unnecessary touching,
- leering or suggestive remarks,
- reprisal for rejection of sexual advances,
- explicit pin-ups and graffiti, and
- degrading jokes and comments