

## Victoria University: Student Hiring Guidelines

### Recruitment Planning:

The foremost intention of student hiring at Victoria University is to provide engaging learning opportunities to students. Departments at the University are invited to hire students to provide staffing support in both administrative and academic units. Please be mindful that student employees are not intended to replace regular full-time or part-time positions.



Hiring Timelines: The Student Employment Cycle runs from September 1 to August 31 each year.

Confirmation of Funding: Managers must confirm source of funding with Finance prior to hiring a student employee.

### Student Job Categories:

Employee Group	Description	Rate of Pay
Casual Student Employee	Contract student opportunity available to <b>active</b> Victoria University or University of Toronto students. May provide staffing support to <b>Administrative</b> and/or <b>Academic</b> units.	<p><b>Undergraduate Students:</b></p> <ul style="list-style-type: none"> <li>New Hire: \$15.50 / hr</li> <li>Returning: \$16.50 / hr</li> </ul>
Work Study Student	Some student positions are eligible for funding through the University of Toronto Work Study Program. Please visit the U of T Career and Co-Curricular Learning Network (CLNx) site to learn more about the program requirements and timelines: <a href="https://clnx.utoronto.ca/myAccount/jobs/work-study/aboutws-facultystaff.htm">https://clnx.utoronto.ca/myAccount/jobs/work-study/aboutws-facultystaff.htm</a>  - <i>Excluded: TST student opportunities</i>	<p><b>Graduate Students:</b></p> <ul style="list-style-type: none"> <li>New Hire: \$17.50 / hr</li> <li>Returning: \$18.50 / hr</li> </ul> <p>Exceptions may be requested for student positions that require <b>specialized skillsets</b>. Hiring managers are required to obtain approval from HR prior to offering a higher rate of pay.</p>
CUPE 3902 Member	CUPE 3902 Teaching Assistant and Peer Tutor positions. Please refer to the applicable collective agreement: <a href="https://www.vicu.utoronto.ca/assets/PDFs/HR/CUPE-Collective_Agreement-FINAL.pdf">https://www.vicu.utoronto.ca/assets/PDFs/HR/CUPE-Collective_Agreement-FINAL.pdf</a>	Please refer to the applicable rate of pay as noted in the Collective Agreement.

### Advertising Student Vacancies

- **Online job posting:** Student vacancies are advertised on the **Co-Curricular Learning Network (CLNx)**, which houses the University of Toronto job board for active students and recent graduates. Managers are responsible for posting on-campus (including remote) student positions. Please contact HR if you require assistance accessing CLNx.



**Link to CLNx:** <https://clnx.utoronto.ca/myAccount/jobs/work-study/aboutws-facultystaff.htm>

- **CUPE 3902 Vacancies:** posting guidelines are outlined in the CUPE Collective Agreement. Please contact HR at [vic.hr@utoronto](mailto:vic.hr@utoronto) with any questions.
- **Returning students:** Hiring managers are encouraged to maintain a mailing list of past student employees with their graduation dates, in order to share vacancies for upcoming academic terms with eligible students. Offers may be extended to returning students without posting.



Details to include in job postings:

- Brief description of duties, contract dates and work schedule, hourly rate, duties and minimum qualifications, hiring manager's name and contract information, and how to submit applications.
- All student positions at the University must include the following Minimum Requirement:

*Must be actively enrolled as an undergraduate or graduate student with Victoria University and/or University of Toronto during the academic year of the work assignment.*

### Selection Process

**New hires:** Hiring managers review all applications and shortlist candidates for interviews. The primary objective is to identify the most qualified applicant for a vacancy. The following selection criteria should be prioritized when ranking candidates:

1. Past relevant experience at Victoria University and/or University of Toronto
2. Ability, academic qualifications, currency and mastery of the subject matter

### Interview tips:

- Ask each candidate a consistent set of interview questions and score their responses.
- Hiring managers may interview alone, however, a hiring committee is recommended.
- Hiring managers must follow up with all unsuccessful candidates that were interviewed and provide feedback.
- Check two (2) references for the top ranked candidate(s) prior to extending an offer.

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### **Offers, Onboarding and Training**

Hiring managers prepare student offer letters using the appropriate offer template provided by HR.



When presenting an offer of employment to a student employee:

- Direct **new hires** to the *New Hire Employee Checklist*: <https://vicu.utoronto.ca/assets/PDFs/HR/Vic-New-Hire-Employee-Checklist.pdf>
- Include the *New Hire Information Sheet* for **new hires only**
- Confirm that completed documents are sent to HR by e-mail to [vic.hr@utoronto.ca](mailto:vic.hr@utoronto.ca)

### Onboarding

- **Prior to the Start Date:** Prepare all needed equipment and supplies for new hires to complete their work.
- **First day of work:** Meet with student employees on their first day to discuss goals, performance expectations, departmental policies and procedures.
- **First week:** Schedule time for new student employees to complete mandatory training courses. Courses are administered via Dayforce: Health & Safety Worker Awareness, Workplace Violence and Harassment, Sexual Violence and Sexual Harassment, AODA, WHMIS.

**Note:** Managers may delegate training and supervision of student employees to other appointed staff on their teams.

### Managing Performance and Coaching

- Performance and Development Reviews for student employees should be conducted by the halfway point of their contracts. Managers/Supervisors should recognize accomplishments, discuss areas for improvement and development, and identify growth opportunities for student employees.
- A Manager may solicit performance feedback from the Supervisor who is responsible for directing the work of the student employee; however, the Manager is accountable for addressing performance issues and communicating feedback.