Employer Application Manual

Athorough step-by-step guide through our application process.

TECHNATION CA — CAREER READY PROGRAM

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Stage 1:

Application Stage

Create Account

Create a username, password and enter your email address.
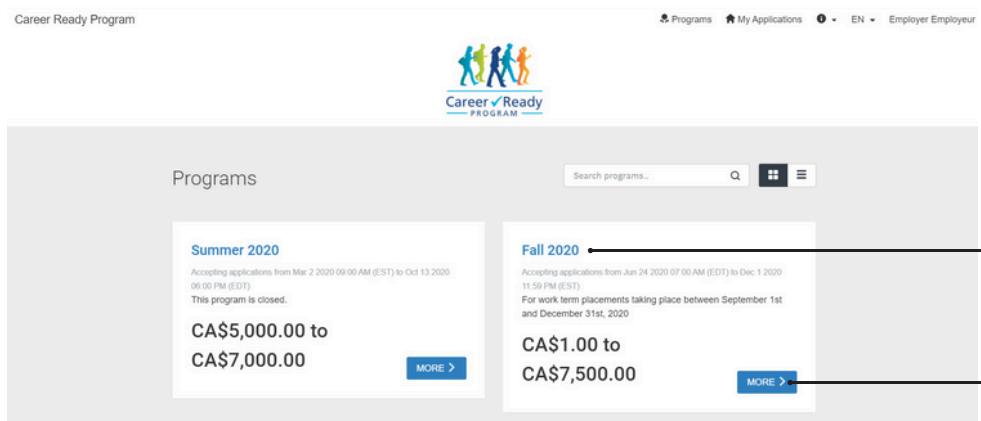
Ensure you're applying for the correct placement period.

Click **MORE,** then **APPLY.**

Task 1: Find out if you're eligible
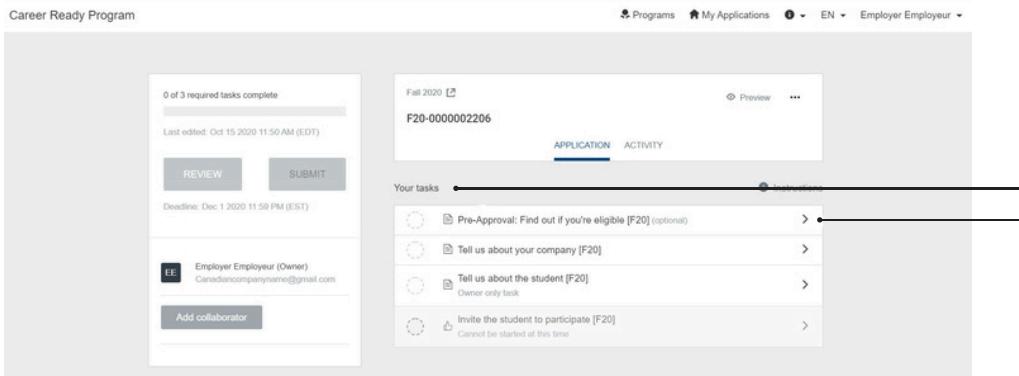
Notice your four tasks.

Begin your first task by selecting **"Find out if you're eligible."** Mark as complete after review.

Green check marks throughout the interface indicate that you have successfully completed a task.

Completing this eligibility task triggers an email. You will receive an email with info on what is required of your student during the application process, and tips on how to recruit a student if you haven't yet.

Task 2: Tell us about your company

Select your second task, **"Tell us about your company."**

Net new calculator

The spirit of Career Ready Program funding is to grow and help scale Canadian companies and to incentivize companies to hire post-secondary talent. We compare "this year" to "last year" or "this year" to the year Career Ready started (2016-2017) to determine your growth as an eligibility factor.

This is how we determine your net new positions available for subsidy:

A: Enter the number of students your company hired in 2016-2017.

B: Enter the number of student hires you had "last year."

C: Enter how many students you plan on hiring this year. This does not need to be exact.

Below, enter the lower number from **A** and **B.** This will calculate the number of net new positions you are eligible for this year.

Complete the remainder of this page, then click **NEXT.**

Task 3: Tell us about the student

Select your third task, **"Tell us about the student."**

Input your student's name, email, school, the wage you will pay them, hours per week and number of weeks they will work for you. We understand that wages and hours worked may change. We decide your subsidy based on the salary you input here, but this is just an estimation—we subsidize strictly on the final gross earnings of the student after the end of the placement, within the **Final Gross Student Earnings** task.

Next, upload a job description.

Task 4: Invite the student to participate

Select your fourth and final task of the Application Stage, **"Invitethestudent to participate."**

Click **REQUEST A RECOMMENDATION.**

Your student is referred to as a Recommender during the application process.

Send a personalized message to the student if you'd like, then click **SEND REQUEST.**

The student will receive an email with detailed instructions on how to proceed. They will also receive a document explaining our privacy rules and the value of the Career Ready Program.

Begin another application at any point.

The half-filled circle means you are now waiting for the student to complete their task.

You can begin additional applications by returning to the Programs homepage. On your second application, tasks 1 and 2 will autofill for your convenience.

Submit application for Initial Review
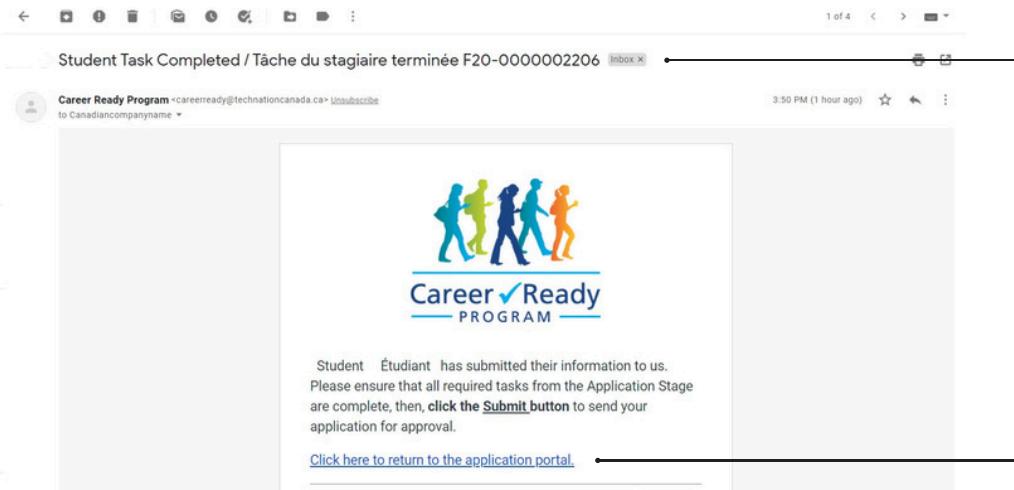
You will receive an email when your student has completed their task.

Now you can return to the online application portal and submit the application for Initial Review.
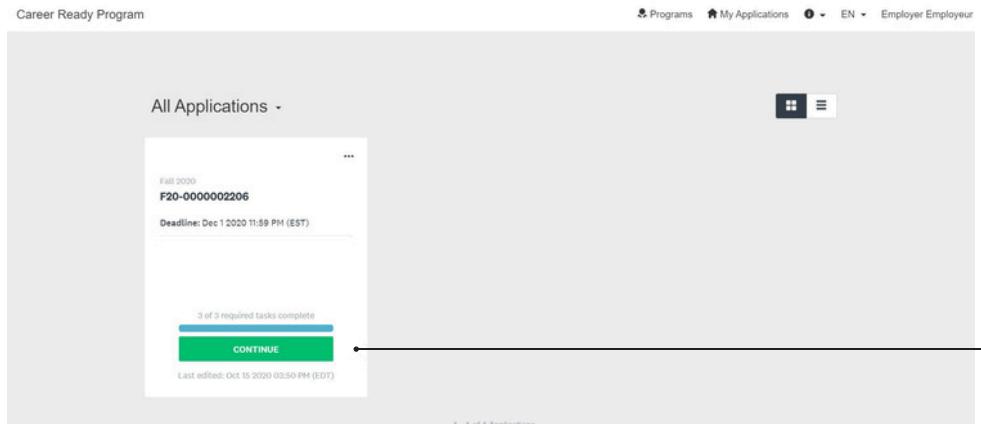
Log in again if necessary and select the appropriate application. Click **CONTINUE.**

Notice all your tasks are complete with green check marks. If you see a half-filled circle, it means the task is missing information, or the student has not yet completed their task. Reach out to them via your own methods to remind them.
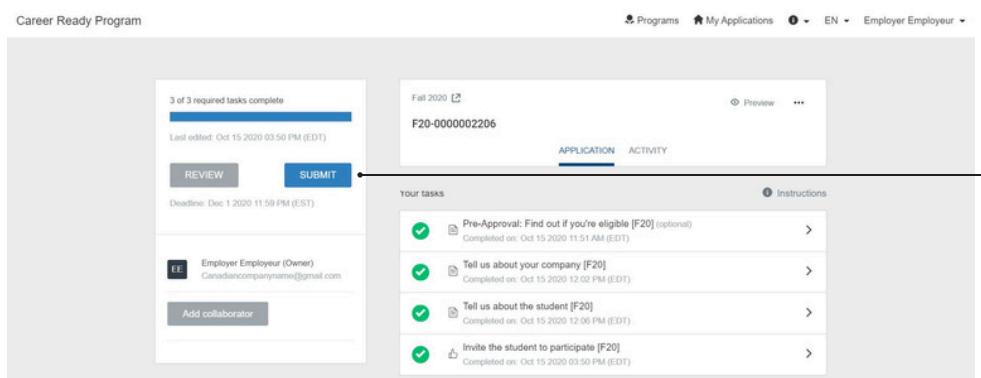
Click **SUBMIT.**

Congratulations! You have submitted your first application for Initial Review. You can now "go to your applications" or "view more programs" if you would like to start another application. You can start multiple applications at the same time. You do not need to wait to submit your first before you start your second. And yes, **every student you hire needs a separate application.** You won't have to redo tasks 1 and 2. They will automatically fill in as "repeatable tasks," so additional applications are quick!
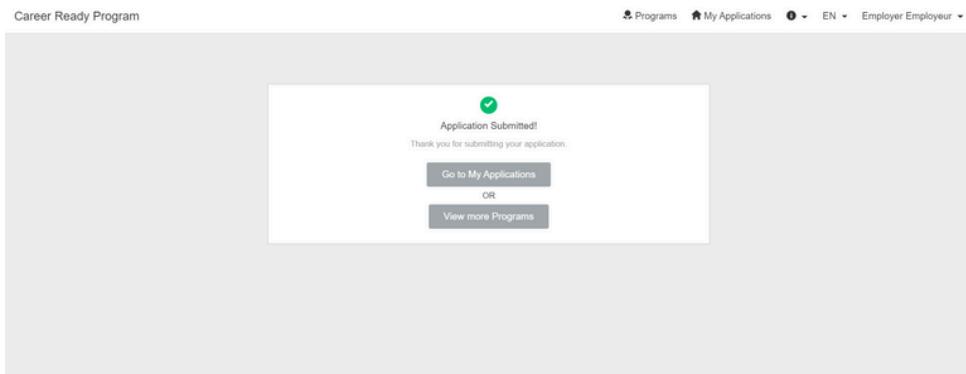
Your application will look like this until the Career Ready review team has reviewed your application. It usually takes within 10 business days. You will receive an email once your application has been reviewed notifying you of your awarded subsidy and directing you back to your application for your next tasks.
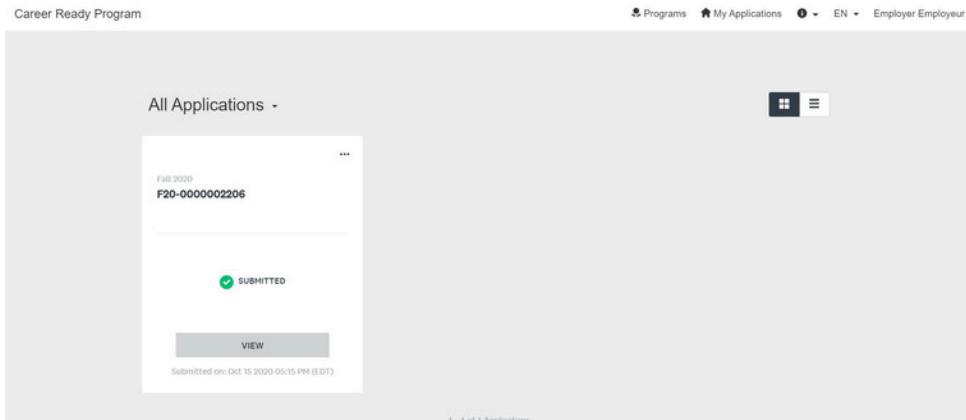
Stage 2:

Approved Stage

You will know you've been approved once you receive an email congratulating you on your approved subsidy. This will direct you to log back into our online portal. From there, log in to your account.
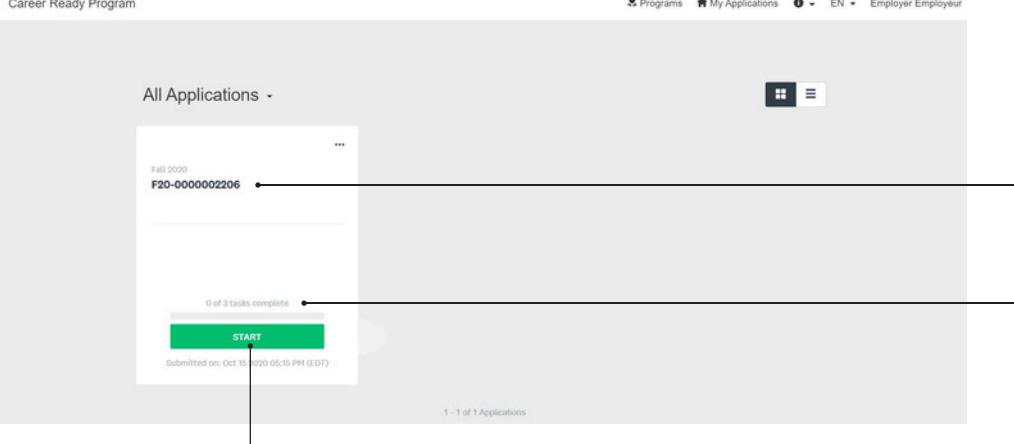
Select the appropriate application.

Notice it reads, "0 of 3 tasks complete." This means you have three new tasks.

Click **START.**

Task 1: Placement Agreement
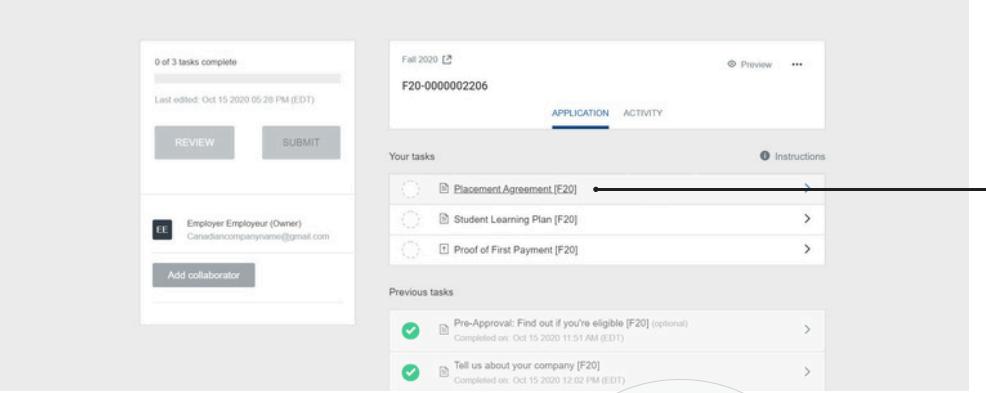
Complete and sign the **Placement Agreement** by clicking on the task.

You can download a copy of the Agreement for your records by clicking the options box at the top right of the completed task. You can download any completed task in the same manner.

Task 2: Student Learning Plan

Notice that your first task is marked complete.

Select your second task, **"StudentLearningPlan,"** and complete this task.

Meet with your student to discuss the goals they hope to achieve and the skills they hope to develop during their placement. This is a wonderful opportunity to really map out expectations for your student and areas that their supervisor could support them in growing their skillsets.

We recommend completing the learning plan as soon as possible—it helps to establish a meaningful learning experience for the student early on.

Sign and date.

Click **MARK AS COMPLETE.**

Task 3: Proof of First Payment

Notice that your first two tasks are marked as complete.

Select your third and final task in this section, "First Proof of Payment."

Upload a document to show the student has begun their work term placement at your company. This document should include the student's name, the company's name, a date, wages earned, deductions taken, etc.

Select **"Proof of First Payment."**

If you aren't using a traditional payroll system, we leave it up to you to show us that indeed they are on your payroll as a legitimate employee (not a contractor). If you pay them by cheque or e-transfer for example, we expect documents that show those transactions have begun taking place.

*Note: The final task of your application, "Final Gross Student Earnings", which takes place after the placement is complete, requires you to claim the amount of gross earnings and then upload supporting documents. So once again, if you are not using a traditional payroll system and do not have a Record of Employment (ROE) or T4 etc, we leave it up to you to create a statement of earning and deductions complete with a totaled summary. A spreadsheet or table, totaled and signed, containing the student's full name, the company name and address, dates, and amounts paid, deductions taken etc.

ATTACH FILE ▾
Show accepted formats

Click **ATTACH A FILE.**

MARK AS COMPLETE

Click **MARK AS COMPLETE.**

Submit for Secondary Review

Notice your three new tasks are marked complete. If at any point they are a green half-circle, simply click on the task again and complete it.

‹ Back to application

Fall 2020
F20-0000002206
ID: F20-0000002206

✓ Placement Agreement [F20]

✓ Student Learning Plan [F20]

✓ Proof of First Payment [F20] ›

3 of 3 tasks complete

Last edited: Oct 15 2020 05:40 PM (EDT)

REVIEW   SUBMIT

✓ Proof of First Payment [F20]
Completed Oct 15 2020 05:40 PM (EDT)   •••

❶ Task instructions Hide

Within this task you will need to upload your students first pay stub to show they have begun their work term placement at your company. **This document must include the student's name, the company's name and address, dates and wages paid.**

If you aren't using a traditional payroll system, we leave it up to you to show us that indeed they are on your payroll as a legitimate employee (not a contractor). If you pay them by cheque or e-transfer for example, we expect documents that show those transactions have begun taking place.

*Note: The final task of your application, "Final Gross Student Earnings", which takes place after the placement is complete, requires you to claim the amount of gross earnings and then upload supporting documents. So once again, if you are not using a traditional payroll system and do not have a Record of Employment (ROE) or T4 etc, we leave it up to you to create a statement of earning and deductions complete with a totaled summary. A spreadsheet or table, totaled and signed, containing the student's full name, the company name and address, dates, and amounts paid, deductions taken etc.

Click **SUBMIT.** A pop-up will ask you if you wish to review or submit; click **SUBMIT** again.

Congratulations—your approved application is now in Secondary Review. You will be notified via email once your application has been assessed.

Stage 3:

Payment Forms

Log back into our online portal.
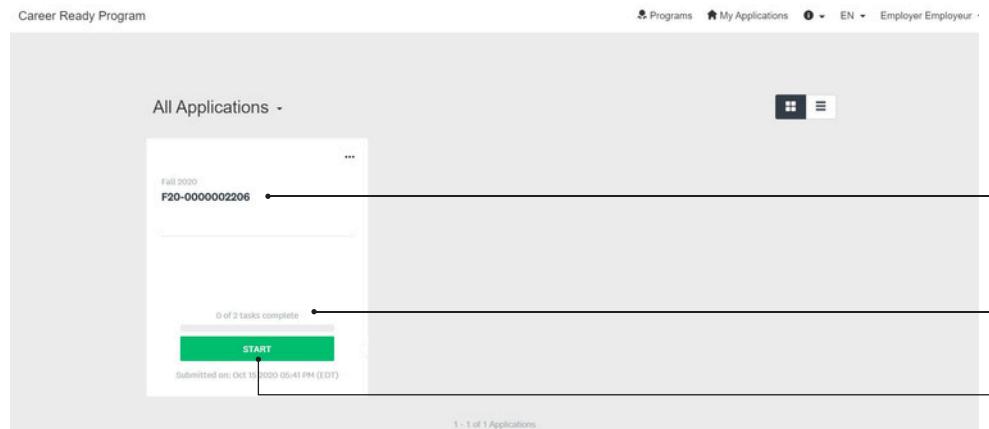
Select the appropriate application.

Notice your two new tasks.

Click **START.**

Task 1: Deposit and Bank Information

Click **"Deposit and Bank Information."**

Fill in banking information.

Upload a void cheque or a document from your financial institution confirming your company's banking info, and enter the required fields.

Sign and date.

If you need someone from your finance team to authorize the signature, you can add them as a collaborator.

Click **MARK AS COMPLETE.**

Task 2: Final Gross Student Earnings
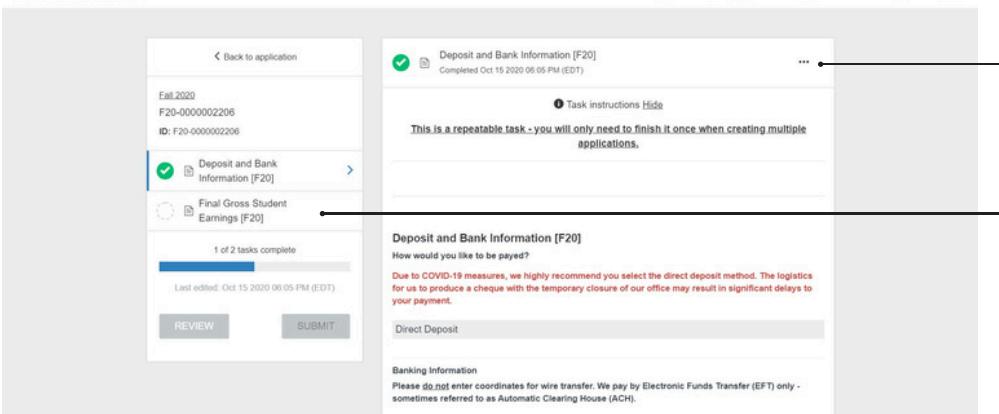
Notice your **"Depositand Bank Information"** task is marked complete by the green check mark.

Select **"FinalGross Student Earnings."**
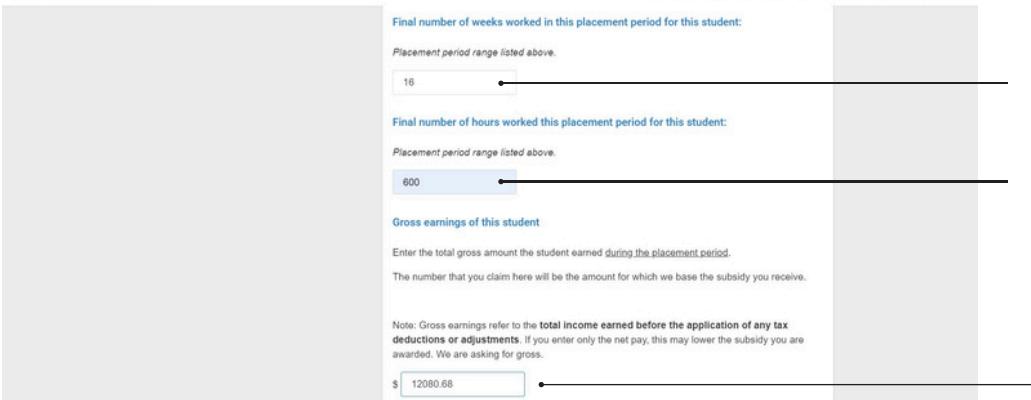
Enter your student's hours and weeks worked, as well as their total gross earnings.

Upload a document(s) to support the amount of gross pay you claimed. Ideal proof of earnings is a simple document that shows the gross pay of the student from this placement period (ie: Final pay stub or Record of Employment (ROE).

Payment document(s) must contain: **Student's full name, dates, gross amounts, company name.**

If you are not using a traditional payroll system and do not have a ROE or T4, etc., we leave it up to you to show us proof of payment transactions and a totaled summary. Our review team will not total a collection of pay stubs, so please do any accounting on your end prior to submitting. A spreadsheet or table, totaled and signed, containing the student's full name, the company name, dates, amounts paid, deductions taken, etc. Please complete this task at your earliest convenience so that we can process your subsidy in a timely manner.
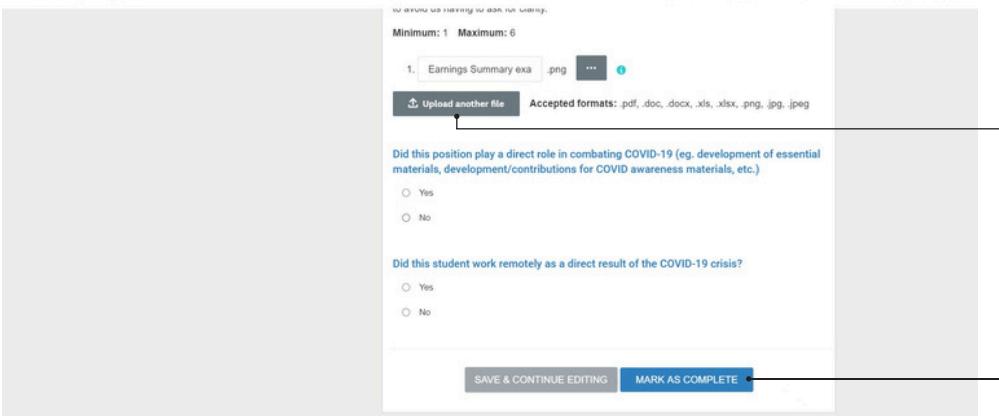
Upload proof of gross pay document.

Click **MARK AS COMPLETE.**

Submit for Final Review

Notice your three new tasks are marked complete. If at any point they are a green half-circle, simply click on the task again and complete it.
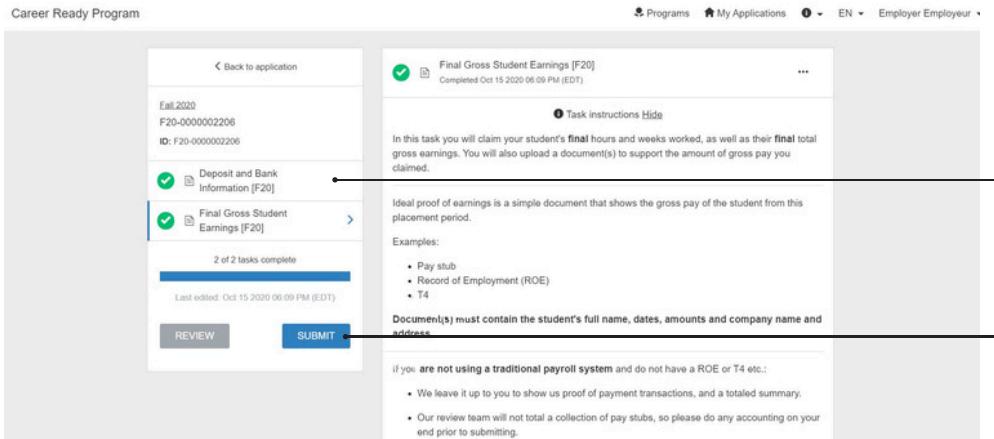
Notice your two complete tasks with green check marks. If these are half-circles, simply click on the task again and complete it.

Click **SUBMIT.**

A pop-up will ask you if you wish to review or submit, click **SUBMIT.**

Congratulations! Your application is now in Final Review. You will receive notification via email of your final approved subsidy (which will likely be 75% of your student's gross pay, depending on their eligibility decided in the Initial Review)

You will receive a receipt via email, and a copy will be sent to the remittance email you supplied in the Payment Forms Stage. The funds will be transferred into the specified account or you will receive a cheque.

Refer to the Payment Schedule on our website to learn when to expect payments; usually 2-4 weeks after the end of the placement period.

Other

Addacollaborator – Link a co-worker to the application

Whether you want to link your accounting department to the application for the **Deposit and Bank Information** task, or you want to have a co-worker aid in the application process, you'll want to add them as a collaborator. You can do this at any point during the application process.
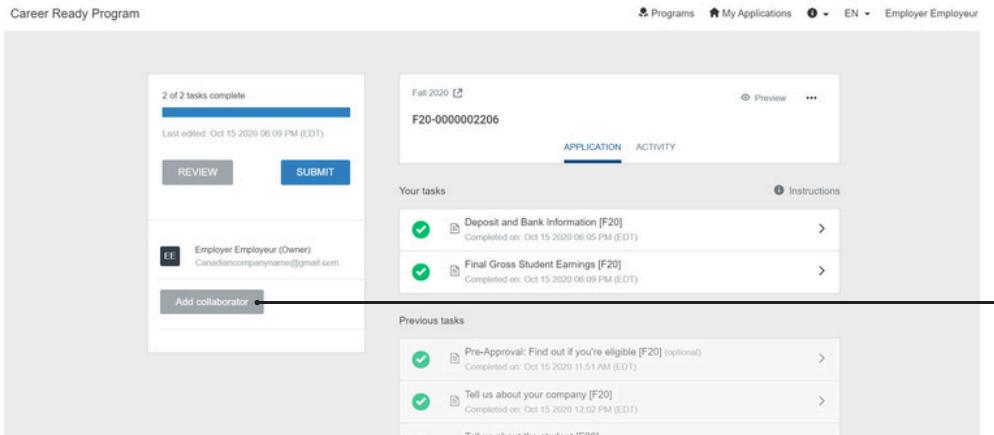
Click **"Add Collaborator."**
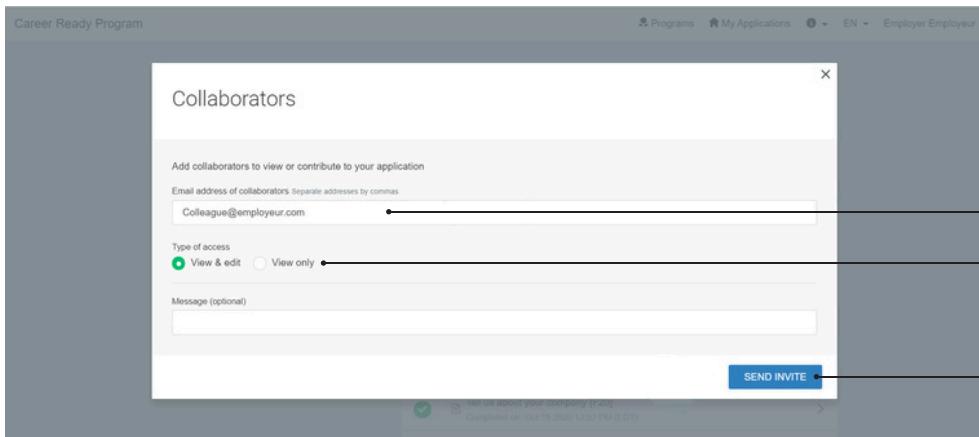
Enter the collaborator's email address.

Select their access to either **"View & edit"** or **"View only."**

Click **SEND INVITE.**

The collaborator will receive an email from ITAC Emails (or TECHNATION, we are under a rebrand) with the title "Request to Collaborate," which will direct them to create an account, then they can see the application exactly how you see it.

Notice your collaborator(s) are listed on the left. You can edit their access to and from "View & edit" or "View only" by clicking the three dots, then selecting "Change access." You can remove them as a collaborator, or you can resend the invitation.

Reset or Edit Task

If you've made a mistake and want to change something:

Click the three dots and select **"Edit."**

If you would like to clear all the information within the task and start over:

Click the three dots and select **"Reset."**

Note that if you have already submitted the set of tasks you wish to change for review, you will need to contact **careerready@technationcanada.ca** and have our team reopen your application internally. This might not be possible if what you are trying to change is your student information after we have approved you and your student. But leave a detailed email so our team can best access how to move forward.

Export a task or application – download for your records

If you wish to download a particular task, first enter the task by clicking on it.

Click the three dots and select **"Download."**

If you wish to download the entire application, make sure you're on your main page.

Notice your application #. This means you are on the main page and about to download the entire application.

Click the three dots and select **"Download."**

Begin another application

You can commence another application at any point. You don't need to wait until your first one is submitted before commencing the second and third.

Click **"Programs."**

Select the appropriate program for the time period you are looking to have subsidized. If your student's employment with you is overlapping between two or three placement periods, you will need to create separate applications within both programs: two applications for the same student within different time periods. You are eligible for our full subsidy during every four-month-long placement period.

Transfer an application to a co-worker

If you are going on leave or are changing positions, you can transfer your applications to someone else to manage by **adding them as a collaborator** (instructions above). After you have done this, please reach out to **careerready@technationcanada.ca** with the title "Transfer Application Request" in the subject line. Our admin team will be happy to assist you.

If you are an employee who is trying to gain access to applications you know exist but cannot find because the employee who commenced the applications has moved on, please reach out to **careerready@technationcanada.ca** with the title "Retrieve Application Request" in the subject line. Our admin team will be happy to assist you.

Questions?

Visit us online at **technationcanada.ca/careerready** for more information.
Visit our FAQ page or reach out to **careerready@technationcanada.ca**