
Employer User Experience Guide: Young Canada Works (YCW)

Phase 1

This is an interim document that
will be completed in February 2017

Record of Amendments

Version	Date	Author(s)	Amendment(s)
1.0	October 21, 2016	R W Short	Initial Draft
1.2	November 9, 2016	Tyler Harris	Revised Draft
1.2.1	November 10, 2016	R W Short	Update draft
2.0	November 14, 2016	Team Emerion	Phase 1 Final

TABLE OF CONTENTS

1. Introduction	1
1.1. About the Young Canada Works Initiative	1
2. Register	3
3. Employer profile	5
3.1. Organization information	5
3.2. Contact information	7
3.3. Privacy notification.....	8
3.4. Review and submit	9
4. Job Funding Application	10
4.1. Start the application process.....	10
4.2. Select a job type	10
4.3. Program and Delivery Organization selection.....	11
4.4. Job overview.....	11
4.5. Job Budget	13
4.6. Job Details	15
4.7. Job Poster	16
4.8. Application Agreement.....	17
4.9. Review and submit	17

Table of Figures

Figure 1 YCW Process	2
----------------------------	---

This page intentionally blank.

1. Introduction

Thank you for your interest in Young Canada Works!

Young Canada Works (YCW) offers eligible employers wage subsidies and access to a pool of talented youth candidates with innovative ideas and competitive skills. Subsidies to eligible employers enable the creation of about 2,300 job opportunities per year in the fields of heritage, arts, culture and official languages.

This guide will help you work through the following steps needed to be considered as a potential employer for YCW candidates:

- create an online account to register with Young Canada Work
- develop a corporate employment profile
- develop and submit a Job Funding Application for candidate positions.

When a Job Funding Application is accepted, the position will be posted on the YCW web site where candidates will be able to search and apply for it online.

1.1. About the Young Canada Works Initiative

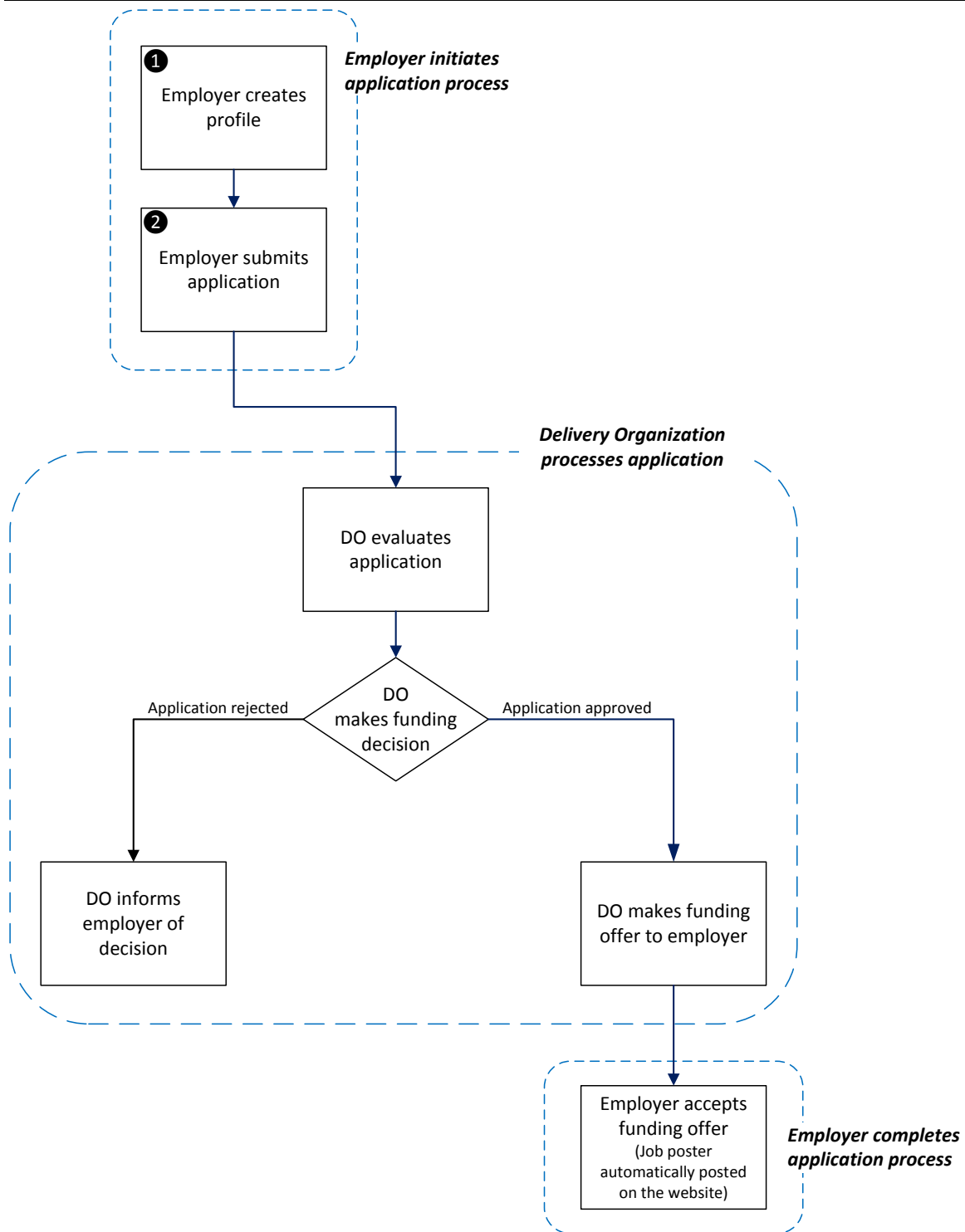
YCW sponsors three summer job programs for students:

- Young Canada Works in Heritage Organizations
- Young Canada Works in Both Official Languages
- Languages at Work

YCW also sponsors two internship programs for unemployed or underemployed college or university graduates:

- Young Canada Works at Building Careers in Heritage
- Young Canada Works at Building Careers in English and French

After registration, the diagram below outlines the flow and responsibilities between the employer and the YCW.



1 3. Employer profile, page 5

2 4. Job Funding Application, page 10

Figure 1 YCW Process

2. Register

Registering allows you access to the YCW website where you may:

- create your organization profile, and
- add contact information.

To register:

- 1) Using an internet browser, open the *YCW Public Dashboard* web page at:
<http://young-canada-works.canada.ca>
- 2) In the navigation panel on the left side, click the **Sign up** link.
The web page containing the *Sign up* box opens.
All fields and sections are mandatory.
- 3) In the *Sign up* box:
 - a. In the *Email* field: enter the appropriate contact Email address for your organization.
 - b. In the *Password* and *Confirm Password* fields, enter a password that:
 - is a minimum of six (6) characters,
 - contains at least one:
 - numerical digit (0 ~ 9),
 - lower case letter (a ~ z),
 - upper case letter (A ~ Z), and
 - special character (e.g. !, @, &, +, etc).
 - c. In the *Role* drop-down menu, select: **Employer: I'm seeking funding to create an employment opportunity**
 - d. Click the **Sign up** button.
The following occurs:
 - An *Account Created* confirmation web page opens.
 - The system sends a verification Email to the address entered above.
- 4) Using your Email package:
 - a. Open the Email account entered above.
 - b. Open the YCW verification Email.
 - c. Click the link in the Email to confirm your registration.

The *Email confirmed* web page opens in the YCW web site.

- 5) On the *Email confirmed* web page, click the **Click here to Log in** link.
- 6) On the *Welcome to Young Canada Works - Sign in* web page:
 - a. In the *Email* field, enter your Email address.
 - b. In the *Password* field, enter your password.
 - c. Click the **Sign in** button.

The *My dashboard* web page opens.

You have successfully registered your organization with the YCW initiative and may now create its employer profile.

Tip:

Before proceeding, create a shortcut or bookmark to this web page.

3. Employer profile

Your *Employer profile* describes your organization to the YCW, your organization's contact officer and includes much of the information needed for evaluation.

Tip:

If you are incorporated federally, most of the required data is available from the *Innovation, Science and Economic Development Canada* website.

Go to

<https://www.ic.gc.ca/app/scr/cc/CorporationsCanada/fdrLCrpSrch.html> and search for your organization.

There are four steps to completing your profile available from the following links on the *My dashboard* web page:

1. *Organization information*
2. *Contact information*
3. *Privacy notification*
4. *Review and submit*

Additionally, an auto-generated *Employer code*, which identifies you to the YWC system, opens beneath the links.

You may use the links to complete your *Employer Profile*.

All entries are mandatory, unless noted.

You may save your work in progress using the **Save progress** button at the bottom of the web page and return to the page later to complete your profile. This feature enables you to complete your employer profile in any order.

Tip:

After you complete each section, click the **Print** button on the right side, across from the section title, to print a hard copy record of your entries.

Profile Step 1

3.1. Organization information

- 1) On the *My dashboard* web page, click the **1. Organization information** link.

The *Organization information* web page opens.

Use this web page to describe your organization.

- 2) In the *Legal name of organization* field, enter the name of your organization as officially recognized by the government.

Additionally, in the *Operating name (if different from legal name)* field, enter the name by which your organization is commonly known if it is different from your legal name. [Optional entry]

- 3) In the *Mission and mandate of the organization* field, describe the mission and the mandate of your organization.

- 4) Select any of the following *Type of organization* radio buttons:

a. **Private**

A private organization is one that is separate from the government (Federal, Provincial or Municipal) and designed to generate a profitable, self-sustaining income.

b. **Public**

A public organization operates as a government entity.

c. **Non-profit**

A non-profit organization is one that is separate from the government and is designed not to generate a profitable, self-sustaining income.

- 5) In the *Year founded* field, enter the organization's first recorded year of operation.

- 6) Select the appropriate *Is your organization registered with the Canada Revenue Agency as a charitable organization?* radio button, as:

➤ **Yes**

– or –

➤ **No.**

- 7) In the *Federal business number (payroll or GST/HST number)* field, enter the appropriate number.

- 8) Select the number of your organization's workforce from the *Number of paid employees* ratio buttons.

The YCW program acknowledges some organization may have a combined paid / volunteer workforce. Select the radio button that reflects the number of employees who receive financial remuneration for their services.

- 9) In the *Main activity sector* list, select the applicable radio button.
-

Note:

If you select *Other*, enter a description of your organization's primary activity in the *If Other, please specify* field that opens.

- 10) Select the appropriate *Is your organization interested in hiring young Canadians from other parts of the country?* radio button.
-

11) When the above organization information has been entered:

- a. Click the **Mark as complete** button.

The system will verify completion and display an error message, if applicable.

Correct the error(s) or omission(s), then re-click the **Mark as complete** button.

- b. Click the **Next** button.

The *Contact information* web page opens.

Profile Step 2

3.2. Contact information

- 1) If required, on the *My dashboard* web page, click the **2. Contact information** link.

The *Contact information* web page opens.

Use this web page to identify the officer of your organization associated with the YCW initiative, modes of communication (e.g. mailing address, telephone number, Email address, etc), and language of choice.

- 2) Complete the following sections:

- a. **Mailing address**

Entries for the mailing address include:

- the street address, city, province/territory and postal code of the organization,
- the public telephone number of the organization (specific extension and fax telephone numbers are optional),
- the web site (URL) [optional], and
- the public Email address.

- b. **Head of Organization**

Entries for the head of the organization include:

- salutation

Note:

If you select *Other*, enter the appropriate salutation, such as, Captain, Dr, Rev, etc. in the *If Other, please specify* field that opens.

- full name and title,
- telephone number (specific extension and fax telephone numbers are optional, though recommended),
- Email address.

c. **Contact person**

Select the applicable *Is the Head of Organization the primary contact?* radio button.

If:

- **Yes** – the data entries for the *Head of Organization*, above, will be applied;
- **No** – complete the entries for the contact person the same as the *Head of Organization*, above.

3) Select the appropriate *In which official language would you prefer to receive your correspondence?* radio button as:

➤ **English**

– or –

➤ **French.**

4) When the above contact person information has been entered:

a. Click the **Mark as complete** button.

The system will verify completion and display an error message, if applicable.

If required, correct the error(s) or omission(s), then re-click the **Mark as complete** button.

b. Click the **Next** button.

The *Privacy notification* web page opens.

Profile Step 3

3.3. Privacy notification

1) If required, on the *My dashboard* web page, click the **3. Privacy notification** link.

The *Privacy notification* web page opens.

This web page allows you to confirm your acceptance of the YCW program privacy statement.

2) Read and understand the privacy statement.

- 3) Acknowledge agreement by clicking the checkbox below the privacy statement.
- 4) Click the **Mark as complete** button.

The system will verify completion and display an error message, if applicable.

If required, correct the error(s) or omission(s), then re-click the **Mark as complete** button.

- 5) Click the **Next** button.

The *Review and submit* web page opens.

Profile Step 4

3.4. Review and submit

- 1) If required, on the *My dashboard* web page, click the **4. Review and submit** link.

The *Review and submit* web page opens.

This web page allows you to confirm or edit the information in your employer profile.

- 2) Review the contents of the *Review and submit* web page.
- 3) If:

- all data is correct, click the **Submit** button.

Your employer profile will be entered in the YCW database.

A banner should emerge, containing:

- confirmation that your employer profile has been saved successfully to the Young Canada works initiative, and
- instructions on how to continue.

You may now create and submit a Job Funding Application. See section 4. Job Funding Application, page 10.

- any data is incorrect, as required, at the top of the web page, click the link:

- **1. Organization information**, or
- **2. Contact information**.

The selected web page opens.

Make your corrections as necessary and continue the employer profile process from that point.

4. Job Funding Application

Each job application for funding should be submitted only once and associated with a single Delivery Organization (DO).

To create a Job Funding Application for your organization, complete the following sections:

- (1) *Program and Delivery Organization selection* *
- (2) *Job overview* *
- (3) *Job budget* *
- (4) *Job details* *
- (5) *Job poster* *
- (6) *Agreement* *, and
- (7) *Review and submit*.

All entries are mandatory, unless noted.

After saving the Job Funding Application, you may access it from the *My dashboard* web page, via the *Applications in progress* link.

4.1. Start the application process

- 1) Navigate to the *My dashboard* on the YCW web page.

The *My dashboard* web page is associated with the organization you registered with YCW.

- 2) Click the **Create a new Job Funding Application** button.

The *Job type* web page opens.

Application Step 1

4.2. Select a job type

Use the *Job type* web page to select YCW funding applicable to your project.

Note:

The job type cannot be changed after selection.

* You may save your work in progress using the *Save progress* button at the bottom of these web pages and return to the page later. This feature enables you to complete your job application in any order.

If your job application belongs in another category, you must delete the existing *Job Funding Application* and create a new one.

- 1) On the *Job type* web page:
 - a. Review the links for job types, as:
 - o *Summer jobs for students*,
 - o ***Internships in Canada for recent graduates***, and
 - o *Internships abroad for recent graduates*.
 - b. Click the applicable job type link.

The associated *Program and Delivery Organization selection* web page opens.

Application Step 2

4.3. Program and **Delivery Organization selection**

Use the *Program and Delivery Organization selection* web page to identify the delivery organization responsible for evaluating and administering your YCW project.

Choose the **Cultural Human Resources Council (CHRC)** as the Delivery Organization.

On the *Program and Delivery Organization selection* web page:

- a. Select the radio button that reflect your project.
- b. Click the **Mark as complete** button.

The system will verify completion and display an error message, if applicable.

If required, correct the error(s) or omission(s), then re-click the **Mark as complete** button.
- c. Click the **Next** button.

The *Job Overview* web page opens.

Application Step 3

4.4. Job Overview

Use the *Job Overview* web page to enter basic information about the YCW job application.

- 1) In the *Job Information* section:
 - a. In the *Job title* field, enter a descriptive name for the position.

-
- b. In the *Job category* list, select the radio button that most closely describes the job for which you're seeking funding.
-
-

Note:

If you select *Other*, describe the job category in the *If Other, please specify* field that opens.

- 2) In the *Mailing address* section, verify the details. The *Mailing address* section is auto-completed using the data entered in your Employer Profile.
- If the address or other information is incorrect:
 - At the bottom of the web page, click the *Save progress* button.
 - On the left side, in the navigation panel, click the *My profile* link. The *Employer profile* web page opens.
 - At the top of the *Employer profile* web page, click the *Contact information* link.
 - The *Contact information* web page opens.
 - On the *Contact information* web page, make changes as required. See 3.2 Contact information, page 7.
 - When finished, return to the *Job Overview* web page and continue.
 - In the *Job location* section, select the appropriate *Does the work location match the address provided in your organization's profile?* radio button.
 - If you select the *No* radio button, the following mandatory fields open:
 - *Location name* (if applicable, such as specific museum, site, campus, etc.),
 - *Street address*,
 - *City*,
 - *Province / Territory*, and
 - *Postal code*.

- 3) In the *Job requirements* section:
 - a. In the *Language skills* category, select the appropriate radio buttons in each group (*Written, Oral, Reading*) of the *English* and *French* categories.
 - b. Select the appropriate *Driver's license required?* radio button.
- 4) Click the **Mark as complete** button.

The system will verify completion and display an error message, if applicable.

If required, correct the error(s) or omission(s), then re-click the **Mark as complete** button.
- 5) Click the **Next** button.

The *Job Budget web* page opens.

Application Step 4

4.5. Job Budget

Use the *Job Budget* web page to enter financial details required by YCW.

Based on your input, the system calculates and displays many results, shown in fields with a grey background. A grey background indicates the field is 'protected' and cannot accept direct user input. To make corrections, you must edit the previously-entered source data.

- 1) The *Job title* field will display the job title you provided on the *Job overview* web page.
- 2) In the *Number of positions requested* field, enter the number of positions for which your organization is applying.

Although your project may require several positions for this job title, when (*per position*) is specified in a section title, the entries in this section are for *one* position only.
- 3) In the *Proposed duration of employment (per position)* section, enter the dates, number of days of work, and number of hours of work as indicated.
- 4) In the *Salary (per position)* section, enter the salary as indicated.
- 5) In the *Employer mandatory costs (per position)* section, enter the percentage of the salary requested for monetary outlays exclusive of salary, such as Canada Pension Plan (CPP), Employment Insurance, etc. Please use the appropriate field to explain the percentage requested.

The system will auto-calculate the following:

- *Total mandatory costs*: the dollar figure of the employer mandatory costs per position; and

- *Total salary commitment*: the dollar figure for each position, including the salary and the employer mandatory costs.
- 6) In the *Requested YCW contribution (per position)* section, enter the percentage of the salary being requested to be funded by YCW in the field *Percentage of YCW contribution requested*.
- The field *Amount requested from YCW per position* will auto-calculate the amount requested from YCW for each position.
- 7) In the *Contributions from other sources for salary only (per position)* section, enter any other financial contributions being made towards the salary of one position for whom your organization is seeking support.
- The *Total financial contribution in cash from other sources* field will auto-calculate the total amount.
- 8) In the *Contributions from the employer for salary only (per position)* section, review the dollar amount shown in the auto-calculated *Financial contribution from employer* field.
- 9) In the *Summary of salary for all positions* section, review the dollar amounts shown in the following fields:
- *Total salary commitment*,
 - *Total financial contribution requested from YCW*,
 - *Total financial contribution from other sources*, and
 - *Total financial contribution from the employer*.
- 10) In the *Contribution from the employer other than salary – cash and in-kind (per position)* section, for each contribution, select the type from the drop-down menu and then complete the requested information.

As required, you may add or remove (delete) contributions from the list.

- To add a contribution:
 - (a) At the bottom of the list of contributions click the + symbol.
 - To delete a contribution:
 - (a) At the bottom of the contribution entry you wish to remove, click the **Delete** button.
 - (b) In the pop-up confirmation box, click the **OK** button.
- The contribution clears from the list.

11) Click the **Mark as complete** button.

The system will verify completion and display an error message, if applicable.

If required, correct the error(s) or omission(s), then re-click the **Mark as complete** button.

12) Click the **Next** button.

The *Job Details* web page opens.

Application Step 5

4.6. Job Details

Use the *Job Details* web page to complete a series of mandatory text entry fields.

All entries are mandatory, unless noted.

1) For each field in the following series, click the expand button (▶):

- *Project and job objectives*
- *Measurable outcomes*
- *Description of tasks*
- *Work plan*
- *Employability skills to be gained (marketable skills)*
- *Candidate profile*
- *Orientation and training*
- *Supervision*

2) On the expanded field:

- a. At the top of the field, read the field requirement instructions.
- b. In the free text field, enter the required information.

Note:

If you paste text from another source, specialized formatting (e.g. indented columns) or text decoration (e.g. **boldface**, underline, *italic*, etc.) will be removed.

3) Repeat step 2) for the each field.

4) Click the **Mark as complete** button.

The system will verify completion and display an error message, if applicable.

If required, correct the error(s) or omission(s), then re-click the **Mark as complete** button.

5) Click the **Next** button.

The *Job Poster* web page opens.

Application Step 6

4.7. Job Poster

Use the *Job Poster* web page to review the summary of the specific position and enter additional job details.

Notes:

- The contents of the *Job Poster* web page will be visible to the public and should contain all information potential candidates require regarding the position.
- You may submit changes (updates) to the *Job Poster* web page to the DO after YCW funding approval.

The DO will examine and, if approved, post the changes on the *Job Poster* web page.

1) Review the job summary (*Program stream, Job title, Organization name, Job location, Length of assignment and Hourly wage*)

2) In the free text field, prepare a job poster as per the instructions.

3) Click the **Mark as complete** button.

The system will verify completion and display an error message, if applicable.

If required, correct the error(s) or omission(s), then re-click the **Mark as complete** button.

4) Click the **Next** button.

The *Agreement* web page opens.

Application Step 7

4.8. Application Agreement

Use the *Application Agreement* web page to confirm your acceptance of the YCW legal and procedural requirements of your organization.

Each requirement is separate and requires confirmation by selecting the associated check box.

- 1) Read and understand each requirement.
- 2) Acknowledge compliance for each requirement by selecting the associated check box.

Note:

If you require clarification on any requirement, please contact your specified Delivery Organization.

- 3) In the *Name* field, enter the name of the person at your organization authorized to accept the application agreement.
- 4) In the *Title* field, enter the above-named person's level of authority within your organization (e.g. *Head of Human Resources, CEO, Personnel Manager, etc.*)
- 5) Click the **Mark as complete** button.

The system will verify completion and display an error message, if applicable.

If required, correct the error(s) or omission(s), then re-click the **Mark as complete** button.

- 6) Click the **Next** button.

The *Review and submit* web page opens.

Application Step 8

4.9. Review and submit

Use the *Review and submit* web page to confirm the summary of your organization's YCW application.

Incomplete entries are noted and contain hyperlinks to the web page for completion.

- 1) Ensure the data you have entered is accurate and complete.
- 2) If required, correct any error(s) or omission(s).
- 3) Click the **Mark as complete** button.

The system will verify completion and display an error message, if applicable.

If required, correct the error(s) or omission(s), then re-click the **Mark as complete** button.

- 4) Click the **Submit** button.

Your *Job Funding Application* is submitted to the applicable Delivery Organization.

The following occurs:

- A banner should emerge, confirming that your application has been submitted successfully.
- You will receive an Email confirming your submission. If you do not receive a confirmation email, please contact the appropriate Delivery Organization to ensure that they have received your application.
- Your *Job Funding Application* will no longer be editable. Any changes you wish to make will have to be done via the associated Delivery Organization.
- Once the evaluation process is completed, you will receive an Email stating the YCW decision to accept or reject your *Job Funding Application*.
- If approved, your application will appear on the *My dashboard* web page.
- As applicable, you will receive alerts regarding candidate applications.

END OF PHASE 1 EMPLOYER USER EXPERIENCE GUIDE.