



GradWorks: Employer Incentive Program

Human Resource Management
Occupational Health & Safety
Industrial Engineering Technology
and advanced manufacturing supporting programs

PARTICIPANT GUIDE

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On behalf of the Atlantic Canada Opportunities Agency (ACOA) and the Nova Scotia Community College (NSCC) thank you for participating in the GradWorks: Employer Incentive Program! GradWorks is designed to match small-medium-sized businesses (SMEs) across Nova Scotia with skilled talented graduates from our Human Resource Management, Occupational Health and Safety, Industrial Engineering and advanced manufacturing supporting programs

This initiative will assist SMEs build capacity within their companies to support productivity and profitability, while providing graduates with an opportunity to launch their careers and gain valuable experience and on-the-job training. This program (BDP) and managed by NSCC.

Employers participating in the GradWorks: Employer Incentive Program are in the education process providing recent college graduates an opportunity to enhance their skills and apply the knowledge they acquired in the classroom.

This Participant Guide is designed to guide employers and graduates through the processes involved in the GradWorks Employer Incentive program. the GradWorks program. If you have any questions about please contact workexperience@nsc.ca

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Employers

The employer will:

- < Commit to making human resources, occupational health and safety, industrial engineering or advanced manufacturing part of their business strategy
- < Engage a graduate for a period of one year, providing them with meaningful work experience in their area of study
- <
- < Allow graduates to apply their learning in a proper and appropriate business environment
- <

Graduates

The graduate will:

- < Approach the employment opportunity with the attitude of one who is eager to learn, willing to cooperate and ready to work
- < Maintain regular attendance and be punctual
- < Be aware of and comply with the professional code of professional and ethical conduct
- < including occupational health and safety
- < Develop and/or implement processes and practices by linking their program to business strategy and action plans with the organization
- < Undertake market and/or sector research related to field practices and benchmarks
- < Identify and follow up on potential and qualified leads to identify potential for new policies and practices; or suggest changes to the current approach in keeping with best practices, etc.
- < Identify personal learning outcomes for the employment, as well as identifying methods of assessing acquisition of the stated learning outcomes
- < Maintain a journal during the employment and reflect on the experience
- < Submit quarterly progress reports to the Project Coordinator (templates provided)

Nova Scotia Community College

NSCC will:

- < Administer the GradWorks: Employer Incentive Program
- < Work within the parameters of and in keeping with the objectives of the GradWorks: Employer Incentive Program
- < Assist in the recruitment of qualified graduates to participate in the program
- < Ensure the process used to hire graduates is fair and transparent and to the satisfaction of ACOA
- < Notify ACOA of any change in employment contracts within five (5) days of receiving notice from a participating employer
- < Guide, mentor and monitor the graduates throughout their employment
- < Formally communicate quarterly updates to ACOA, the employer and the graduate
- < Pay all invoices submissions within 30 days from receipt (provided all supporting documentation is included)
- < Track contracts and budget to report to ACOA within 30 days after each fiscal quarter
- < Fully assert its right to make appropriate business decisions pertaining to the administration and management of the GradWorks: Employer Incentive Program.
 - o All business decisions will be made fairly, based on merit, and free from real or perceived conflict of interest or unlawful bias

Atlantic Canada Opportunities Agency

ACOA will:

Employer Recruitment

NSCC and ACOA will work together to recruit approximately 14 employers. Ideally, there will be an equal number of positions for each NSCC program, however this is flexible.

NSCC will share information on the GradWorks program with employer partners. ACOA will also reach out to their clients to share information on the program.

Employer Applications

The employer application form can be found on the [GradWorks website](#). Employers will complete the application and submit it to workexperience@nsc.ca. Applications must demonstrate a strategic

Hiring Graduates

NSCC will provide the employer with eligible candidates based on the position requirements and the experience and competencies of the graduate. Employers may screen and shortlist applications. All graduates may not be selected for an interview. The Employer will then contact the students directly to arrange interviews.

Offers

Once the employer selects their successful candidate, they extend the offer to the graduate and inform the Project Coordinator of their selection. The graduate is required to respond to the employer's offer within 5 business days.

Upon acceptance of the position, the employer and the graduate must review the GradWorks Participant Guide; discuss the roles and responsibilities outlined in it, sign off on the GradWorks: Employer Incentive Contract and finalize the work plan. The Contract must be submitted to the Project Coordinator prior to the graduate's start date. The finalized work plan must be submitted to the Project Coordinator.

