

## Humanities Career Apprenticeship Program

### Employer Information Package

#### Humanities Career Apprenticeship Program

Thank you for your interest in the Humanities Career Apprenticeship Program. This innovative program connects new graduates from the Faculty of Humanities with reputable Hamilton-based employers like you.

In 2020/2021, the pilot year of the program, we aim to provide funding for up to 10 positions. The recruitment process will begin in December 2020, and apprentices will start in their first career roles in early May, 2021.

#### Employer Requirements

To participate as an employer in this program, the following criteria must be met:

- Employers require a working location within the Hamilton area (apprentices are not permitted to work in the personal residence of the employer, company staff or any individual affiliated with the organization. They will be able to work from their own personal residence.)
- The employer should be in business for a minimum of 2 years and have a minimum company size of 5+ employees
- Employers must have general liability insurance in the amount of \$2 million (minimum)
- Employers must offer a minimum 12-month contract
- Employers provide meaningful employment and career development opportunities for the apprentice
- Job opportunities must meet a minimum salary of \$35,000 annually
- Public sector organizations are eligible to participate and receive the grant if the roles being filled are new positions
- Once hired, employers must provide the apprentice with health and safety training
- Other sources of funding (i.e. wage subsidy programs) cannot be used to fund this position during the 12-month period

#### Funding Model

- Economic Development Hamilton will reimburse participating businesses based on invoices submitted by the businesses

- The grant will cover the apprentice salary for 4-months up to a maximum of \$4,000 per month
- Invoices must be submitted to Economic Development Hamilton for months 1, 2, 11 and 12 of the employment contract

### Important Dates

December 18:	Preferred deadline for employer posting
January 15	Final deadline for employer posting
January 18	Postings open for student applications
February 13	Employers receive application bundles (electronic)
February 22 – March 12	Interviews take place
March 19	Ranking submission deadline
March 31	Employer/students notified of rank/match result
April 6	Employers notified of student response to offers
May 3	Placements commence

### Tips for Creating a posting that will get noticed

Here are some tips to increase the number of applications for your posting:

- Applicants will be more attracted to more detailed job titles versus generic ones like “program apprentice” or “assistant”
- Include information about your company. Applicants are interested in what your organization does and what impact you are making in their community
- Include as much detail as possible for job duties and responsibilities -this allows applicants to have a more solid understanding of your needs and allows them to better match their skills to your position in their application documents
- Think about addressing the following questions in your application: How does this role fit into your organization? Do you have a team this individual will be a part of? What are they working towards?

### Submit your Posting

You can submit your posting by completing the [online form](#) (you are not able to save draft posting and return to them later) or complete the form attached to this document and submit it via email to [cfoley@mcmaster.ca](mailto:cfoley@mcmaster.ca).

We encourage employers to submit their postings as soon as they are able. The sooner a posting is submitted, the more attention it will receive from applicants.

The final deadline for employer postings is 4:00pm on January 15, 2021.

## Applicant Interview Process

Application bundles will be sent to you electronically on February 13, 2021.

Once you have reviewed your applications, you can opt to schedule interviews yourself, or if desired, Humanities Career Apprenticeship Program staff will coordinate interviews on your behalf. Interviews should be scheduled during the weeks of February 22 and March 12, 2021. Interviews can take place either at your office location, or virtually. You are not obligated to interview all applicants.

If your preference is to contact applicants directly to schedule interview times, please notify Cristina Foley ([cfoley@mcmaster.ca](mailto:cfoley@mcmaster.ca)) so that the information can be updated in our program files.

To request support from program staff to schedule your interviews, please contact [cfoley@mcmaster.ca](mailto:cfoley@mcmaster.ca) with the following information:

Position Title and Employer

Name of applicant(s) to be interviewed

Date(s) of Interview

Interview Length (i.e. 30 minutes)

Interview Start Time

Interview End Time

Interview Location (full address or platform/URL if virtual)

Special Instructions: Is there anything the applicant should bring? Are there any specific instructions for once they arrive at your location? Etc.

## Selection Process

After interviews have taken place, employers (and students) will rank their preferred choice(s). Please note that you should only submit the names of candidates who you will hire should they be matched, (i.e. if you interviewed four candidates and assessed that only two met your requirements, only submit those two names in your rankings):

Ranked 1st = Most valued candidate

Ranked 2nd = Second most valued candidate

Ranked 3rd = Third most valued candidate

Please be aware that some applicants may be interviewing with several companies and will be asked similarly to rank their preferred employers. All rankings are confidential, and the Humanities Career Apprenticeship Program will not release scores. This ranking process is designed to ensure the most compatible matches that will benefit both employers and the applicants.

To keep the process on track, we ask that you submit your rankings no later than March 19, 2021 at 4:00 p.m.

Once the ranking process has been completed, the program will inform the employers of the match. Successful applicants will only be offered one position on the highest match score between both employer and applicant. Please note that the employers must agree to adhere to these ranking principles to participate in the Humanities Career Apprenticeship Program. Please do not make offers to candidates until the program has given you written confirmation that the match has been made. Failing to follow program guidelines may result in loss of financial reimbursement.

### Reporting

To receive the funds, employers must send an invoice on the first of each month in months 1, 2, 11, and 12 of apprenticeship employment to the following address:

Attn: Economic Development - City of Hamilton  
71 Main Street West, 7<sup>th</sup> Floor  
Hamilton, On L8P 4Y5  
RE: Humanities Career Apprenticeship Program

### Contact

For questions prior to submitting a posting or for receiving funding, please contact:

Karol Murillo  
Senior Business Development Consultant  
Economic Development, City of Hamilton  
[Karol.murillo@hamilton.ca](mailto:Karol.murillo@hamilton.ca)

For questions once your position posting has been submitted, please contact:

Cristina Foley  
Manager, Career and Experiential Programs  
Faculty of Humanities  
[cfoley@mcmaster.ca](mailto:cfoley@mcmaster.ca)

# Humanities Career Apprenticeship Program

## Position Posting Form 2021

Thank you for submitting a position for the Humanities Career Apprenticeship Program, a partnership between McMaster University and the City of Hamilton.

Please complete the job posting form with as much detail as possible. This will encourage a higher number of applications for your position.

All postings must be received before 4:00pm on January 15, 2021.

Mandatory fields are marked with an asterisk (\*)

### Company Profile

<b>*Company Name</b>	
<b>*Number of Employees</b>	
<b>*Website</b>	
<b>Division</b>	
<b>*Address 1</b>	
<b>Address 2</b>	
<b>*City</b>	
<b>*Province</b>	Ontario
<b>*Postal Code</b>	
<b>*Phone</b>	
<b>*Email</b>	

### Employer Contact

Employer contact information is not shared with students.

<b>*Contact First Name</b>	
<b>*Contact Last Name</b>	
<b>*Contact Position Title</b>	
<b>*Telephone</b>	
<b>Fax</b>	
<b>Website</b>	
<b>*Email</b>	
<b>*Address Line 1</b>	
<b>Address Line 2</b>	
<b>*City</b>	Hamilton
<b>*Postal Code</b>	

### Job Posting Information

<b>*Job Title</b>	
<b>*Job Location</b>	Hamilton

<b>*Start Date</b> <b>(ideally May 3, 2022)</b>	
<b>*End Date</b> <b>(end of April, 2022)</b>	

**\*Job Description**

Please include an introduction to your company and the kind of work that you do, as well as a brief overview of the role (including duties and responsibilities).

If different than company address, please also include where in Hamilton the employee will work. (e.g. Hamilton Mountain, Downtown Core, etc.).

Type below.

**\*Qualifications**

Please include key skills. Type below.

<b>*Rate of Pay/Salary</b> (must be a minimum of \$35,000 annually)	
<b>Required Application Documents</b> (Please list other documents)	Resume           X Cover Letter     X Other (please list) _

\*Please check to confirm the following eligibility criteria for the program.

As an employer, we:

- have been in existence for at least 2 years and have a minimum of 5+ employees
- are based in Hamilton, Ontario;
- will provide the employee with health and safety training and will provide appropriate precautions to ensure that the employee is supervised in order to protect the employee from health and safety hazards that may be encountered;
- possess general liability insurance in the amount of at least \$2 million minimum (\$5 million is recommended); and,
- are in full compliance with all municipal, provincial, and federal guidelines regarding COVID safety.

Please save and submit your completed job posting form to:

Cristina Foley, Manager, Career and Experiential Programs

Faculty of Humanities, McMaster University

[cfoley@mcmaster.ca](mailto:cfoley@mcmaster.ca)

Humanities Career Apprenticeship Program

2020/2021