



EMPLOYER INFORMATION



JOB INTERVIEW PROCESS

Please find attached the resumes and cover letters for the job(s) posted with your company in partnership with the New Brunswick Youth Career Connections Program. Students applying for these jobs have been made aware that the student(s) chosen by the employer for the position must attend all NBYCCP employment readiness workshops.

- ∞ Students are waiting to hear from you hoping to receive an interview. We would encourage you to short list (if necessary) and contact those you choose to interview as soon as possible. Please arrange the interview outside of the regular school time. *It is important that all interviews and the selection of the student you are hiring be completed by (date and time to be determined by district program coordinator).*
- ∞ Once your interviews are completed and you have made a decision, *call the student to make the offer of employment.* At the time of interviewing please be mindful some students will be offered more than one job.
- ∞ When the student confirms employment with you, *please fax to the NBYCCP office (fax number) the resume of the selected student, name of the company, supervisor, and your phone number and e-mail address.*

EMPLOYER/PARENT/SELECTED STUDENT INFORMATION EVENING

- ∞ On *(date and time to be determined by district program coordinator)* we request the employer (or supervisor of the student), the student and a parent(s) attend an NBYCCP information session. We will use this evening as an opportunity for the employer and student to discuss terms of employment, and all partners (employer, student, parents, and educators) to understand the full commitment of the New Brunswick Youth Career Connections Program. *Please call (insert phone number) or e-mail the information with the name of the person who will represent your company on this evening.*

We very much appreciate your support of the New Brunswick Youth Career Connections Program. If you have any questions, please do not hesitate to call the NBYCCP office.

District Coordinator _____
NBYCCP Office: Phone: _____

E-mail: _____
Fax: _____



EMPLOYER LETTER

(Sample Format)

Date:

Employers of New Brunswick Youth Career Connections Program

Dear Employer:

The first term of the NBYCCP is now complete. I am delighted to thank you and your company for your support of the youth of the Greater Saint John area through this program.

Included with this letter you will find two documents:

- ∞ **Student report:** This report is the student's reflection of their 4-day Employment Readiness Workshop and Paid Work Experience. Please share this information with company personnel involved with the supervising, mentoring or hiring of your student employee.
- ∞ **Student employee evaluation form:** As a follow-up to the telephone monitoring completed this summer by _____, would you please complete this evaluation and fax to the NBYCCP office at _____. This evaluation serves to keep me abreast of your satisfaction with this partnership and provides valuable information for the student.

Through the New Brunswick Youth Career Connections Program, your organization has provided an opportunity for our youth to experience the world of work before making his/her post-secondary decisions. This allows the student(s), not only opportunities for his or her self, but for sharing this new found knowledge with their peers.

Thank you for your continued participation.

Sincerely,

Name of Coordinator
e-mail:
Phone:

Enc. (2)



Employer's Evaluation Form

(to be faxed)

Student Employee: _____
Company Name: _____
Worksite Supervisor and position: _____

Briefly describe the position and responsibilities assigned to this employee:

What are the student employee's major strengths and assets?

What are the student employee's developmental needs?

Please comment briefly on the following:

Quality of work:	Attitude:
Judgement:	Interpersonal Relationships:
Dependability:	Additional comments:

Please give a brief impression of the New Brunswick Youth Career Connections Program.

Did this student receive a written or oral evaluation while employed? Will you allow us to share this evaluation with the student?