



Work Study Program

University of Toronto

Job Form Guide

Fall/Winter

2023-24

Purpose

Alongside the Sample Job Postings, the Job Form Guide is intended to support the process of drafting your Work Study posting, whether it be for the Work Experience or the Research Experience Stream. We suggest that you utilize these resources in advance of drafting and submitting your posting via CLNx.

Please reach out to utsgws@utoronto.ca with further questions.



UNIVERSITY OF
TORONTO





Work Study Streams

Work Experience Stream
and
Research Experience Stream

How to Use This Guide & Create Your Posting for Fall/Winter 2023-24



Review Sections of the Job Form

Within this guide, review each section of the job form and make note of the required information to ensure you have this ready in advance of creating your posting.



Create a posting ahead of time

Create a draft posting in Word (or similar) so that creating your posting in CLNx is easier during the job submission period (Job submission runs June 15-July 9)



Leverage tips and tricks

Make use of the tips and tricks **within this guide** to support in the development of your posting and [access the Checklist](#) to get your information prepared in advance.



Post your position on CLNx

Once drafted, post your position on CLNx under Jobs & Recruitment > Work Study > About Work Study (Faculty/Staff) > Work Study Jobs.



ALERT: You cannot save your posting!

Once you input information into CLNx, you **cannot** save your posting and edit it later! **You must submit it for approval.** For this reason, we suggest creating a draft and ensuring you have all the necessary information ahead of time.

Work Study Streams

Launched in Summer 2023



Work Experience Stream:

- Supports students in developing and articulating workplace skills and competencies and in building workplace experience and knowledge
- Supervisor is a full-time continuing staff member, faculty member, librarian or instructor
- Includes: non-research roles, staff-led research roles and faculty-led roles that do not meet the Research Experience Stream criteria

Research Experience Stream:

- Supports students in developing and articulating workplace skills and competencies and in building workplace experience and knowledge
- Supports students in locating and participating in faculty-led research opportunities
- Supervisor or hiring manager is a faculty member
- Position required to meet defined criteria for Work Study. Please see the slide “Additional Criteria for Research Experience Stream” for further details

Work Integrated Learning



Both the Work Experience Stream and the Research Experience Stream should not be a role that is required for the operational needs of the unit and must meet the following criteria:

- An opportunity to develop and articulate workplace skills and competencies
- An opportunity to build workplace experience, networks, and self-knowledge, such as navigating workplace expectations, sense of belonging, identities and values
- Exploration of how academic studies connect to workplace competencies
- Reflection on how the Work Study experience translates to career possibilities

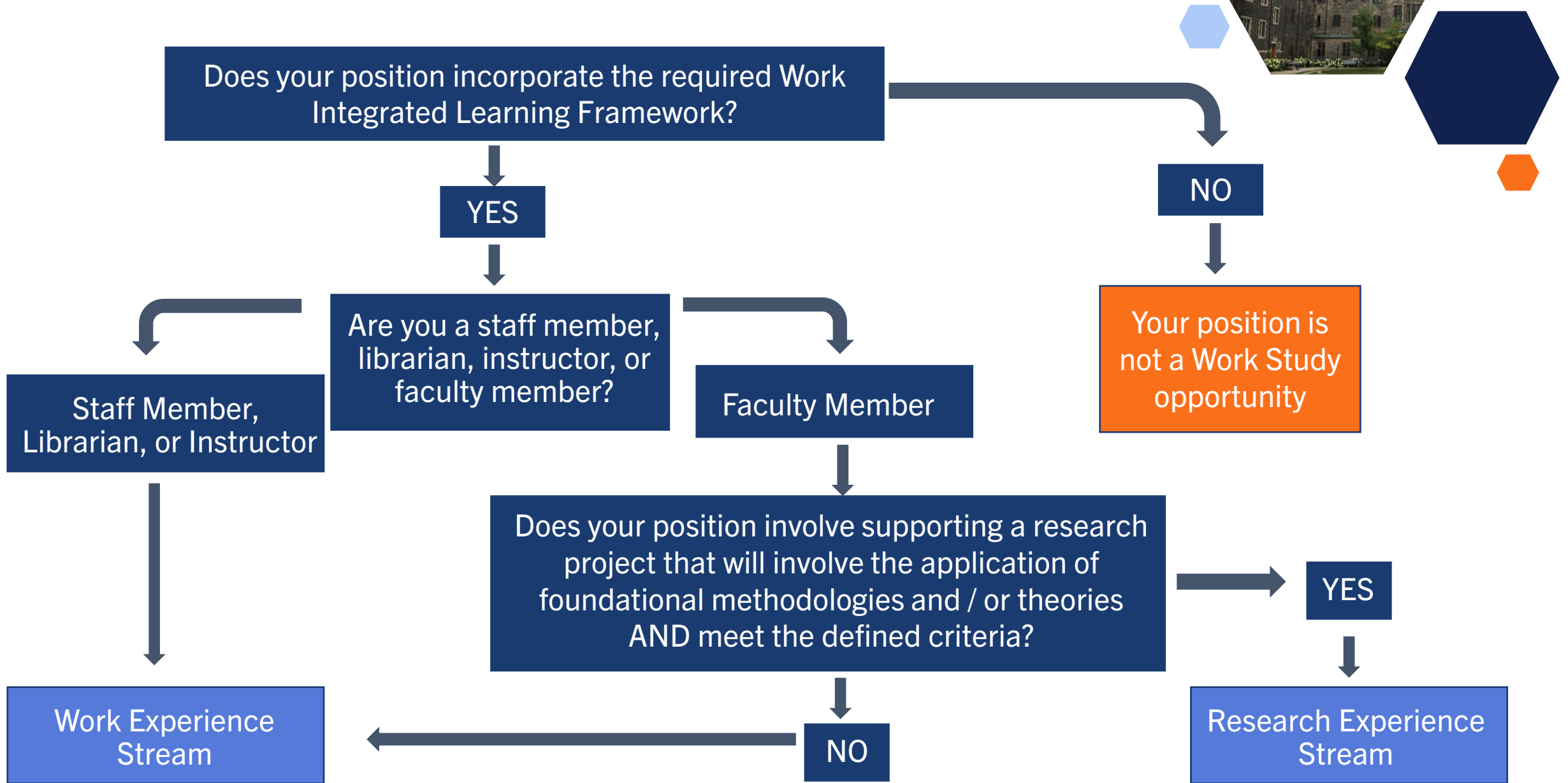
Additional Criteria for Research Experience Stream




In addition to the defined Work Study criteria (previous slide), a Research Experience Stream position must **ALSO** meet a minimum of **ONE** of the following criteria and be led by a faculty member:

- apply knowledge, methods and / or theories within the field of study;
- learn and / or follow a methodology to collect and organize information, data or media;
- analyze and / or synthesize collected information, data or media;
- disseminate knowledge and share research findings with the larger community;
- demonstrate an understanding of research results in the context of the broader literature in the field.

Which "stream" should I use?





The Job Form

Located at: clnx.utoronto.ca

Jobs & Recruitment > Work Study >
About Work Study (Faculty/Staff)
> Work Study Jobs

Getting Your Information Ready



Information You'll Need to Share:

- Your Division
- Your Department or Unit
- The Hiring Manager's:
 - Name
 - Title
 - Department / Unit
 - Email
 - Status (staff or faculty)
- The Supervisor's:
 - Name
 - Title
 - Email

Notes on Language:

- The **Hiring Manager** is the person who confirms that funding is in place for the position.
- The **Supervisor** is the individual providing the day-to-day supervision for the student throughout the program. These may be the same person or two people.
- NB: PhD Candidates, post-doctoral fellows and casual staff members are **NOT eligible to hire or supervise** Work Study students.

Getting Your Financial Information Ready



Account Information:

- Your Fund Centre # (6 digit CFC number)
- Your Cost Centre (CC) or Internal Order (IO) # (5 or 6 digits)
- Your Fund # (position dependent, for research or funded projects)

Business Officer

- Business Officer is the person responsible for processing the Letter of Offer (LOO), completing the Online Hiring Form, and processing timesheets.
- Be prepared to share their:
 - Name
 - UTorID
 - Email
 - Phone Number

Payroll Officer

- ONLY required if your Payroll Officer is different from your Business Officer
- Be prepared to share their:
 - Name
 - Email
 - Phone Number

The Business Officer (or designate) will be granted access to the University Registrar's Office HUB system in order to process the Online Hiring Approval. Please verify the contact and financial information is correct. Your position approval is contingent on the accuracy of this information.

Getting Your Position Details Ready (1 of 3)



Be prepared to share:

- Position Type
 - Students may use the position type to search for postings that align with their skills and interests
- Position Title
 - Provide a title that is clear and concise as applicants may use this to search for postings
- Vacancies (maximum of 4 per unique posting)
- Hours per Week (maximum of 15)
- Workplace Information
 - Hours may be worked in-person or remote and on a schedule that works for both student and supervisor
 - For specific workplace guidelines, please confirm with your divisional HR representative
- Degree Level
 - Choose from Bachelor's, Master's, or Doctorate in progress OR you may welcome all levels of study

Getting Your Position Details Ready (2 of 3)



Position Description:

- This is a required open text box where you can paste a full description of the role
- This is not a new field, but we have broken up the content of this field into three separate text boxes to support the student application process
- This field should be a **maximum** of 250-300 words, and a **minimum** of 100-150 words.
- We suggest you include:
 - A **brief description** of the role
 - **Core Responsibilities** of the role
 - **Compensation information** and any **additional information** that might be relevant (i.e., required set meeting times or contract start date)
 - A **diversity statement**, if grounded in practice and aligns with the priorities of your work environment

Getting Your Position Details Ready (3 of 3)



***NEW* Department Overview:**

- This required open text box allows you to provide detailed information about the hiring department or unit such as **key values, priorities, and / or philosophies**, so that applicants may choose divisions whose values and priorities align with their own
- This field also gives students from outside your units a chance to learn a bit about the work that you do, as **students from any discipline may apply to your position**

***NEW* Qualifications:**

- This is a required open text box where you can paste qualifications of a successful candidate
- This field should be a **maximum** of 150 words, and a **minimum** of 50-75 words
- We suggest that you include:
 - **Required qualifications** that the ideal candidate would hold
 - **Preferred qualifications** that the ideal candidate might hold
 - Any additional information about the position

***NEW* Accessibility & Accommodations**



- This section that has been added to support students in being well-prepared to request accommodations.
 - **This new section is intended to support applicants who are disabled and / or neurodivergent. For this reason, please only select aspects that are necessities of the role.**
- You will select physical, sensory and / or spatial factors that occur in the position you are posting and may affect a candidate's success in the role
- Accommodations for these factors as well as factors not listed, may be requested by candidates and are required to be accommodated by the hiring unit

Additional Elements of the Job Form



Supervision

- Work Study Supervision continues to include responsibility for training, onboarding, and orientation, as well as ongoing mentorship and support throughout the term(s).
- **In the new job form, you will be asked to indicate how you plan to supervise your student via a checklist**

Work-Integrated Learning

- Work Study continues to be a work-integrated learning (WIL) opportunity for students in both streams
- Supervisors should complete the [Work Study eModules](#) with their student colleagues
- Supervisors will be asked to confirm their commitment to providing a WIL opportunity within the job form

Co-Curricular Record

- On the job form, **you will be asked to identify a maximum of six [CCR competencies](#)** that apply to your role
- You are also asked to **write a short, 2-3 sentence summary of the role** to be included on the student's CCR. This should be written in past tense:
 - The first sentence should briefly describe the opportunity
 - The second to third sentences should describe the student's role within the opportunity.

Scholarship Candidates & Application Documents




Scholarship Candidates:

- As in previous terms, you may continue to select whether you would like to give preference to Pearson Scholars and/or President's Scholars of Excellence Program Scholars (PSEP)

Application Documents:

- You may continue to select which application documents you would like candidates to upload for your posting:
 - Cover Letter
 - Resume
 - Transcript (Unofficial)
 - Co-Curricular Record
 - Other (i.e., artistic portfolio)
- You may choose all of the above, or only one of these documents

Final Reminders




You cannot save your posting on CLNx!

Once you input information in CLNx, you cannot save your posting! **You must submit it for approval.** We suggest doing this in one round, with the information prepared in advance.



Position Submission Period:

June 15 – July 9



Resources

[Job Form Checklist & Description Samples](#)

Thank You!

We appreciate your understanding of these enhancements to the Work Study job form, in support of student success and student access to valuable experiences and opportunities.

Please reach out to utsgws@utoronto.ca with further questions, should they arise.

