

TECHNATION^{CA}



Student Application Manual

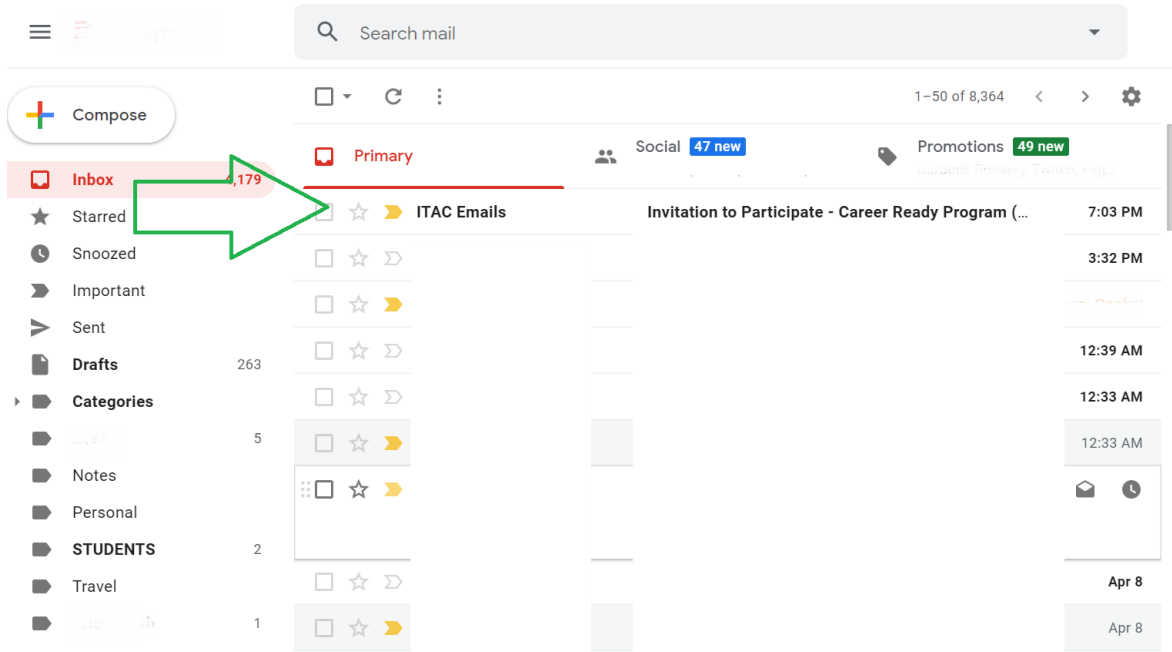
A thorough step by step guide through the application process.

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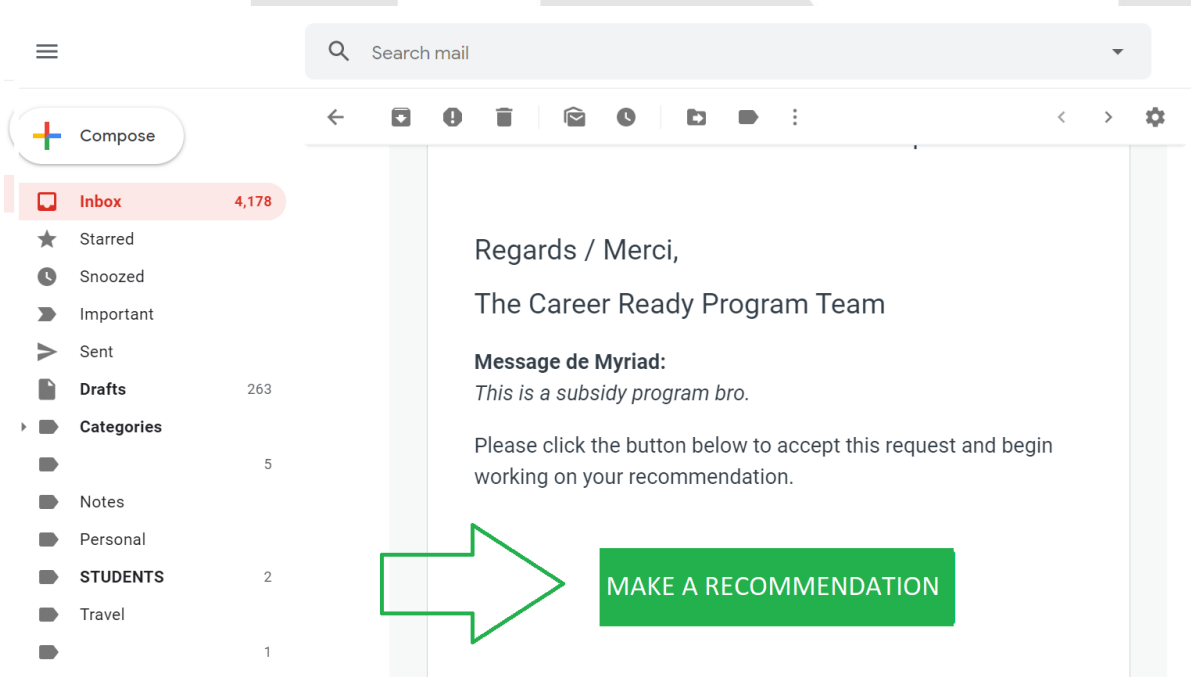
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Invitation to participate

Receive an email from ITAC (or TECHNATION we are under a re-brand)



Your employer has begun an application to have your work term salary subsidized through our program. They have invited you to complete your portion of the application.



You as the student are referred to as a recommender during the application process.

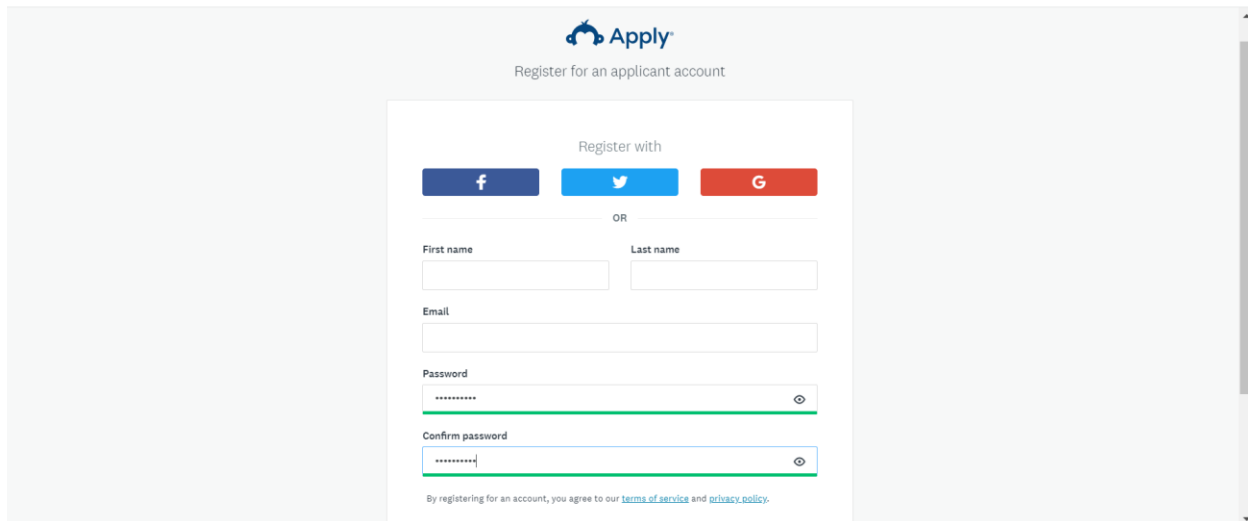
- Click "MAKE A RECOMMENDATION"

Create an account

[Return to Career Ready Program](#)

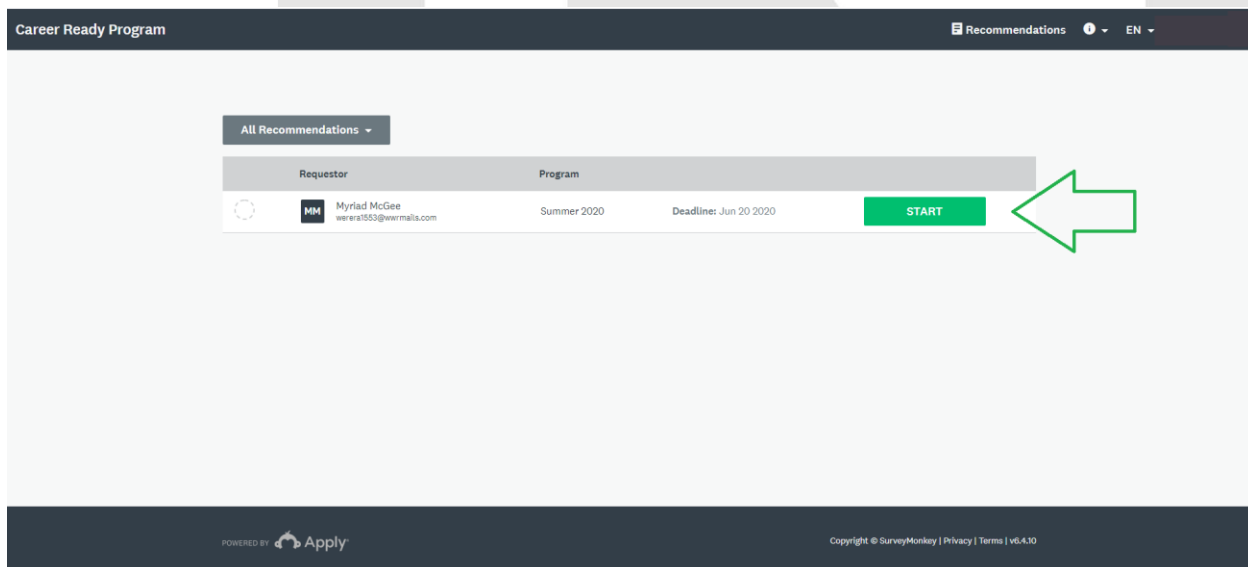
Already have a SurveyMonkey Apply account?

[LOG IN](#)




The registration form is titled "Register for an applicant account". It features the SurveyMonkey Apply logo at the top. Below the logo, there are three social media login buttons for Facebook, Twitter, and Google. A horizontal line with the word "OR" in the center separates these from the standard registration fields. The fields include "First name" and "Last name" (two separate input boxes), "Email" (one input box), "Password" (one input box with a strength indicator bar below it), and "Confirm password" (one input box). At the bottom of the form, there is a line of text: "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)."

Once you create an account you'll see the employer application you've been assigned to. If you're having difficulties logging in you might be using the same computer that someone else with a Survey Monkey Apply account was just using, make sure they log out.



The dashboard is titled "Career Ready Program" in the top left corner. In the top right corner, there is a "Recommendations" button and a language dropdown menu set to "EN". Below the header, there is a section titled "All Recommendations" with a dropdown arrow. This section contains a table with the following data:

Requestor	Program
 MM Myriad McGee werer2553@weremalls.com	Summer 2020 Deadline: Jun 20 2020

At the end of the row, there is a green "START" button. A green arrow points to this button. At the bottom of the dashboard, there is a footer that says "POWERED BY SurveyMonkey Apply" and "Copyright © SurveyMonkey | Privacy | Terms | v6.4.10".

- Click **"START"**
- Then click **"ACCEPT"**


Sign Privacy Statement

Career Ready Program

Recommendations 1 EN

Understand

Signature



Clear

Full Name:

Date

SAVE & CONTINUE EDITING NEXT


- Click “I understand” then sign and date.
- Click “NEXT”

Student's Profile

Career Ready Program

Recommendations 1 EN

You have been asked to provide a recommendation on behalf of:

 Myriad McGee
werera1553@wvmaila.com

[Review Summer 2020](#)

Deadline: Jun 20 2020 11:59 PM (EDT)

Accepted!
You have agreed to submit a recommendation

Change decision

Student's Profile [S20]

What is your residence status?

☐ Canadian Citizen

☐ New Immigrant/Permanent Resident

☐ Refugee under the Immigration and Refugee Protection Act

60%

Proof of citizenship and resume

The screenshot shows the 'Career Ready Program' interface. At the top, it says 'Please upload one of the following:' followed by a bulleted list: 'Proof of citizenship (passport, birth certificate)', 'Proof of permanent residency', 'Proof of protected status', and 'Provincial health services card'. A note below states 'Note: a drivers license is not accepted.' Below this, it says 'Upload two files only if needed (ex: there is a front and back, or multiple pages to a particular document). Minimum: 1 Maximum: 2'. There are two file upload sections. The first is for 'Birth Certificate' with a file name input '1. Birth Certificate', a '.jpg' extension, and an 'Upload another file' button. The second is for 'Resume' with a file name input '1. CV', a '.docx' extension, and an 'Upload another file' button. At the bottom, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'NEXT'. Green arrows point to the 'Birth Certificate' and 'CV' file inputs, and another green arrow points to the 'NEXT' button.

Upload a screen capture of your passport, birth certificate, permanent resident card, provincial health services card, or proof of protected status.

- Drivers licence not permitted
- Click “NEXT”

Proof of enrollment

The screenshot shows the 'Career Ready Program' interface for 'Upload proof of enrollment (choose 1):'. It lists several options: 'Screen capture of a current unofficial transcript', 'Screen capture of your current semester courses', 'Screen capture of your current schedule', 'Proof of school enrollment', and 'Letter from Registrar'. A note below states: 'Note: All documents must include your name, your post secondary institution's name or logo, and dates of some kind showing that it is current. You do not need to pay for an official transcript/document; we do not expect you to go through such lengths since there are alternatives'. There is a file upload section with a file name input '1. Screen capture of my c', a '.jpg' extension, and an 'Upload another file' button. At the bottom, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'SUBMIT'. Green arrows point to the file input and the 'SUBMIT' button.


Proof of enrollment must display your name, your post secondary institution's name, the current semesters date or season, and can be a...

- Screen capture of a current unofficial transcript
- Screen capture of your current semester courses/timetable
- Screen capture of your current schedule
- Letter from Registrar
- Click “SUBMIT”
- A pop-up window “Confirm recommendation submission” will appear, click “YES”


Recommendation received

Career Ready Program

Recommendations 1 EN



Recommendation received for:



Myriad McGee
werera1553@wvrmalls.com

Thank you for your participation in the program. Your information has been received, and your employer will receive an e-mail notification alerting them of this, as well as the next steps.

Download this recommendation

Return to my recommendations

Logout

POWERED BY  Apply

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You will receive an email thanking you for being a part of the program. Your employer will receive an email titled “Student task completed” letting them know that they can now submit the application to be reviewed by the Career Ready team

QUESTIONS?

Visit us online at itactalent.ca/careerready for more information. Visit our FAQ page or reach out to careerready@technationcanada.ca



TECHNATION^{CA}

Canada 

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