Employer Application Manual
A thorough step by step guide through our application process.

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Stage 1: Application Stage

Create Login

Add a collaborator – Link a co-worker to the application
Reset or Edit Task
Export a task or application – download for your records
Begin another application
QUESTIONS?
• Ensure you are applying for the correct placement period.
• Click MORE, then APPLY

Task 1: Find out if you’re eligible

- Notice your 4 tasks
- Begin your first task by clicking **Find out if you’re eligible** (this task is optional)
- Mark as complete after review

Notice green check marks

- Green check marks mean that you have successfully completed a task.
- Completing this eligibility task triggers an email. You will receive an email with info on what is required of your student during the application process, and tips on how to recruit a student if you haven’t yet.

**Task 2: Tell us about your company**

The spirit of Career Ready Program funding is to scale and help grow Canadian companies and to incentivize companies to hire post-secondary talent. We compare “this year” to “last year” or “this year” to the year Career Ready started (2016-2017) to determine your growth as an eligibility factor.

This is how we determine your net new positions available for subsidy:

A. April 2016 - March 2017
B. April 2019 - March 2020
C. Forecast April 2020 - March 2021
• A. Enter the number of student hires your company hired in 2016-2017
• B. Enter the number of student hires you had “last year”
• C. Enter how many students you plan on hiring this year. This does not need to be exact.
• Below, enter the lower number from box A and B. This will then pop out the number of Net New positions you are eligible for this year.
• Complete the remainder of this page then click NEXT

Task 3: Tell us about the student

Click your third task Tell us about your student
• Input your students name, email, school, wage you will pay them, hours per week, number of weeks they will work for you. We understand that wages and hours worked may change. We decide your subsidy based on your salary inputted here, but this is just an estimation as we subsidize strictly on the final gross earnings of the student after the end of the placement within the Final Gross Student Earnings task.
• Upload a job description
Task 4 - **Invite the student to participate**

- Click your 4th and final task of *The Application Stage*, **Invite the student to participate**
- Click **REQUEST A RECOMMENDATION**

Your student is referred to as a Recommender during the application process.
- Send a personalized message to the student if you’d like
- Click **SEND REQUEST**

The student will receive an email with detailed instructions as to how to proceed. They will also receive a document explaining our privacy rules and the value of the Career Ready Program.
Notice the half-green circle, this means you are now waiting for the student to complete their task. You can begin additional applications by returning to the Programs homepage. On your second application tasks 1 and 2 will autofill for your convenience.

Submit application for Initial Review

You have received an email because your student has completed their task. Now return to the online application portal and submit the application for Initial Review.
Log in again if necessary and select the appropriate application.

- Click **CONTINUE**

Notice all your tasks are complete with green check marks. If you see a green half-circle it means the task is missing information, or the student has not yet completed their task. Reach out to them via your own methods to remind them.

- Click **SUBMIT**
Congratulations! You have submitted your first application for Initial Review. You can now "go to your applications" or "view more programs" if you would like to commence another application. You can start multiple applications at the same time. You do not need to wait to submit your first before you start your second. And yes, every student you hire needs a separate application. You won't have to redo tasks 1 and 2. They will automatically fill in as ‘repeatable tasks,’ so additional applications are quick!

Your application will look like this until the Career Ready review team has reviewed your application. Usually within 10 business days. You will receive an email once your application has been reviewed notifying you of your awarded subsidy and directing you back to your application for your next tasks.
Stage 2: Approved Stage

You will know you’ve been approved once you receive an email congratulating you on your approved subsidy. This will direct you to log back into our online portal.

- Log in
- Select the appropriate application
- Notice it reads 0 of 3 tasks complete. These are your 3 new tasks.
- Click START
Task 1: Placement Agreement

- Complete and sign the Placement Agreement by clicking on the task.

You can download a copy of the Agreement for your records by clicking the options box at the top right of the completed task. You can download any completed task in the same manner.
Task 2: **Student Learning Plan**

Notice your completed first task is marked by a green check mark.

- Click your 2nd task **Student Learning Plan**
- Complete **Student Learning Plan**

Meet with your student to discuss the goals they hope to achieve and the skills they hope to attain during their placement. This is a wonderful opportunity to really map out expectations of their student and areas that their supervisor could support them in growing their skillsets.

We recommend completing the learning plan as soon as possible as it helps to establish a meaningful learning experience for the student early on.

- Sign and date
- Click **MARK AS COMPLETE**
Task 3: **Proof of First Payment**

Notice your two completed tasks by the two green check marks.

- Click your 3rd and final task of this section **Proof of First Payment**

Upload a document to show the student has begun their work term placement at your company. This document should include the student’s name, the company’s name, a date, and wages earned, deductions taken etc.

- Click **ATTACH FILE**
- Click **MARK AS COMPLETE**
Submit for Secondary Review

Notice your 3 new tasks are marked complete by the green check marks. If at any point they are a green half-circle, simply click on the task again and complete it.

- Click SUBMIT
- A pop-up will ask you if you wish to review or submit, click SUBMIT again

Congratulations, your approved application is now in Secondary Review. You will be notified via email once your application has been assessed.

Stage 3: Payment Forms Stage
Log back into our online portal
Select appropriate application

Notice your 2 new tasks.

- Click START

Task 1: Deposit and Bank Information

- Notice your 2 new tasks
- Click Deposit and Bank Information
• Fill in Banking Information
• Upload a void cheque or a document from your financial institution confirming your company’s banking info, and enter the required fields
• Sign and date
  o If you need someone from your finance team to authorize the signature, you can add them as a collaborator.
• Click MARK AS COMPLETE

Task 2: Final Gross Student Earnings
This task can only to be completed after the end of the placement period, or when they finish working for your company. Whichever comes first.

Notice your Deposit and Bank Information task is marked complete by the green check mark.
• Click Final Gross Student Earnings
Enter your student's hours and weeks worked, as well as their total gross earnings.

Upload a document(s) to support the amount of gross pay you claimed. Ideal proof of earnings is a simple document that shows the gross pay of the student from this placement period.

Examples:
- Final pay stub
- Record of Employment (ROE)

Payment document(s) must contain
- Student's full name
- Dates
- Gross amounts
Company name

If you are **not using a traditional payroll system** and do not have a ROE or T4 etc, we leave it up to you to show us proof of payment transactions, and a **totaled summary**. Our review team will **not total a collection of pay stubs**, so please do any accounting on your end prior to submitting. A spreadsheet or table, totaled and signed, containing the student’s full name, the company name, dates, and amounts paid, deductions taken etc. Please complete this task at your earliest convenience so that we can process your subsidy in a timely manner.

- Click **MARK AS COMPLETE**

Submit for Final Review

Notice your 2 complete tasks with green check marks. If these are half-circles simply click on the task again and complete it.

- Click **SUBMIT**
- A pop-up will ask you if you wish to review or submit, click **SUBMIT**

Congratulations! Your application is now in Final Review. You will receive notification via email of your final approved subsidy (which will be either 50% or 70% of your student’s gross pay, depending on their eligibility decided in the Initial Review)

You will receive a receipt via email, and a copy will be sent to the remittance email you supplied in the Payment Forms Stage. The funds will be transferred into the specified account or you will receive a cheque

Refer to the [Payment Schedule](#) on our website to learn when to expect payments; usually 2-4 weeks after the end of the placement period.
**Other**

**Add a collaborator – Link a co-worker to the application**

Whether you want to link your accounting department to the application for the **Deposit and Bank Information** task or you want to have a co-worker aid in the application process, you’ll want to add them as a collaborator. You can do this at any point during the application process.

- Click “Add Collaborator”

- Enter their email
- Select their access to either “View & edit” or “View only”
- Click **SEND INVITE**

They will receive an email from ITAC Emails (or TECHNATION, we are under a rebrand) with the title “Request to Collaborate” which will direct them to create an account, then they can see the application exactly how you see it.
Notice your collaborator(s) are listed on the left. You can edit their access to and from “View & edit” or “View only” by clicking the three dots, then selecting “Change access”. You can remove them as a collaborator, or you can resend the invitation.

Reset or Edit Task

If you’ve made a mistake and want to change something

- Click the three dots
- Select “Edit”

If you would like to clear all the information within the task and start over

- Click the three dots
- Click “Reset”
Note that if you have already submitted the set of tasks you wish to change for review you will need to contact careerready@technationcanada.ca and have our team reopen your application internally. This might not be possible if what you are trying to change is your student information after we have approved you and your student. But leave a detailed email so our team can best access how to move forward.

Export a task or application – download for your records
If you wish to download a particular task, first enter the task by clicking on it.

- Click the three little dots
- Click “Download”

If you wish to download the entire application. Make sure you’re on your main page.
Notice your application #. This means you are on the main page and about to download the entire application.

- Click the three dots
- Click “Download”

- Click DOWNLOAD

- Click the downward facing arrow icon in the top right to download a PDF to your device
Begin another application
You can commence another application at any point. You don’t need to wait until your first one is submitted before commencing the second and third.

• Click “Programs”

Select the appropriate program for the time period you are looking to have subsidized. If your student’s employment with you is overlapping between two or three placement periods, you will need to create separate applications within both programs. Two applications for the same student within different time periods. You are eligible for our full subsidy during every four month long placement period.
Transfer an application to a co-worker

If you are going on leave or changing positions you can transfer your applications to someone else to manage by adding them as a collaborator (instructions above). After you have done this please reach out to Careerready@technationcanada.ca with the title “Transfer Application Request” in the subject line. Our admin team will be happy to assist you.

If you are an employee who is trying to gain access to applications you know exist but cannot find because the employee who commenced the applications has moved on, please reach out to Careerready@technationcanada.ca with the title “Retrieve Application Request” in the subject line. Our admin team will be happy to assist you.

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