Student Employment Initiative

Student Work Term Checklist

- ❑ Review your Student Employment Initiative Program Eligibility Letter and provide it to your employer if your opportunity is not already being subsidized. Ask your SEI Program Lead for more details about your wage subsidy!
- ❑ Review Accommodation & Disclosure: Enter the Workplace with Confidence document.
- ❑ If you decide to disclose, review and complete the Disclosure Script Worksheet on your own or with your SEI Program Lead.
- ❑ Review the Student Program Guide for your SEI Certificate completion requirements.
- ❑ Review and sign your SEI Temporary Employment Contract.
- ❑ Complete the Student Pre-Reflection before the work term begins.
- ❑ Meet with your SEI Program Lead for your Mid-Point Evaluation and complete the Mid-Point Evaluation Form on Career360˚ prior to your meeting.
- ❑ Complete Student Post-Reflection on Career360˚.

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Tips for Success with The SEI Program

We are here to support you throughout your time with The SEI Program. We want to see you succeed in each opportunity!

Your SEI Program Lead is available for one-on-one support to discuss disclosure, managing your work or volunteer opportunity, or any concerns you might have with the employment or volunteer experience.

Following these tips will give us and you the tools necessary to find meaningful employment and have a positive work term experience:

1. Keeping regular contact with your SEI Program Lead.

2. Let her know of any changes to your employment.

3. Let her know in advance of a work term (Winter, Fall, Summer) if you plan on seeking employment, volunteer, or focusing on academics.

4. Utilize Career & Experiential Learning for job search and document support when needed.

5. Attend the Professional Development Webinars regularly.

6. Review the Student Program Guide for your program requirements.

7. Present your SEI Eligibility Letter to any potential employers to let them know of your eligibility for the SEI Wage Subsidy.