



## Hiring Policy (Summer Students)

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### Intent

Batawa Ski Hill is interested in supporting the education and development of students. Batawa Ski Hill will do this by offering temporary employment opportunities for students to earn income and gain valuable work experience and skills when business conditions permit with support from the [Canada Summer Jobs](#) grant program.

### Guidelines

Students who have been in full-time attendance at a high school, university or college (or in a recognized cooperative schoolwork program), and who will be returning on a full-time basis for the coming school term will be eligible for consideration for summer employment. Proof of attendance will be required. Students must be at least 16 years of age to be considered for summer employment.

### Application for Student Employment

To apply students must complete a Company employment application form and/or submit their resume with a covering letter to the hiring manager by no later than the April 30th. Students are to clearly indicate they are applying for student employment opportunities on the Company employment application form or in a covering letter with their resume. Students are to identify the earliest date they would be available to work as well as the last day they plan to work before they return to school.

Applications received later than May 15th will NOT be considered.

The Company will respond only to those student applicants selected for an interview.

### Returning Summer Students

Students who are eligible full-time-hire (students who worked for Batawa Ski Hill the previous summer and are returning to full time studies in the fall) are also required to apply in the same manner as new student applicants.

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## Company Requests for Students

Within the company all requests for new or additional students are to be directed to the approving hiring manager by no later than December 30<sup>th</sup>. The Hiring Manager shall approve the number and qualifications required of students and forward this information to the Human Resources Department on or before December 30<sup>th</sup>. Requests for students shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

## Positions Available

Once approved Human Resources shall review the student applications to ensure eligibility requirements are met and then coordinate the interviewing, hiring and orientation of students with the appropriate Hiring Manager.

## Selection Process

- Student interviews shall be scheduled and conducted by Human Resources and the hiring manager.
- Interview questions shall be compiled and reviewed by Human Resources to ensure their efficacy.
- Upon completion of all scheduled interviews, the results shall be reviewed by the hiring manager and or Human Resources .The hiring manager will generally make the final hiring decision with input and/or support from Human Resources. Prior to making an offer of employment the hiring manager and/or Human Resources may conduct further reference and background checks on the student candidates to ensure appropriate suitability for the employment opportunity.
- Once suitability is confirmed Human Resources shall provide a written offer of temporary student employment on behalf of the hiring manager which outlines the general work, the wage rate, the start date (and end date where applicable) , the hours of work and any other terms and conditions of the summer employment opportunity.
- Human Resources and or the Hiring Manager shall notify all student applicants who were interviewed as to the outcome of their interview. Student applicants not selected for an interview will not normally be notified.

## New Student Employee Orientation

- Prior to new and returning students beginning their temporary summer job they will undergo a thorough employee orientation of the workplace. Key emphasis will be placed on ensuring students are fully aware of all potential workplace hazards and the requirement to perform work in a safe manner. It is recognized that this may be the first time the student is exposed to a workplace and special attention needs to be spent to orient them with respect to safe work practices in the workplace and in the requirements of their specific job tasks (i.e., exposure to forklift traffic is a prime example of a hazard a new student employee may be completely unaware of how potentially dangerous it could be if proper cautions are not followed).
- In the orientation the student shall be provided, with an overview and complete instructions on all workplace policies, rules and regulations, and other job specific information designed to assist the employee in completing his/her duties safely.

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- Authorization forms and policies shall be signed during this period of orientation.

## Other Considerations

### Students of Employee Family Members:

Batawa Ski Hill shall accept and consider applications for student employment opportunities from students of employees' family or relatives prior to considering other students provided they meet

OR

Batawa Ski Hill shall accept and consider applications for student employment opportunities from students of employees' family or relatives.

- All student hiring will be based on meeting the company's student eligibility criteria and the requisite qualifications required in the student employment opportunity regardless of whether a family member currently works for the company.
- Students who are hired and who have family members currently working for the Company will be assigned to positions where they do not report directly to their family member.

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