|  |  |
| --- | --- |
|  | **IGNITE EMPLOYER NEWSLETTER****November 6, 2017** |

**Deadline to Hire A Student is Fast Approaching: Wednesday, November 15**

This is a reminder that the **absolute last day to hire a student is next Wednesday, November 15.** This gives you 10 days to hire a work study student.Any Confirmation of Hiring forms submitted to the Awards Office after this date will not be accepted. Please ensure that you submit your hiring forms before November 15.

**How Do I Hire an Ignite Student?**

To hire an Ignite student, please do the following:



**1) REVIEW YOUR APPLICATIONS ON MYSUCCESS:** Students will apply to your job online via mySuccess. They have been instructed to NOT reach out to employers. Once in the system, you can choose to look at your applications one by one, or as a package. Students who did not apply to work study before the September 15th deadline cannot be considered for your position. Only approved work study students who attended a Launch session in September are eligible for Ignite jobs.

**2) INTERVIEW ELIGIBLE APPLICANTS:** Once you have decided what student(s) you would like to interview, you can view a pre-recorded interview online through their Interview Stream link (included in their application), or interview them in-person. If you’d like to interview the student in person, contact them directly via their UWindsor email address or the phone number on their resume. **Make sure to ask for a copy of their Work Study Approval Email sent to them by the Student Awards & Financial Aid office, which will confirm their approval for the Work Study Program, the number of hours allocated, and the final date for working. Some students may only be approved for the Fall or Winter term.**

**3) SUBMIT A CONFIRMATION OF HIRING FORM TO THE AWARDS OFFICE:** Once you have made your hiring decision, submit a [Confirmation of Hiring form](http://www.uwindsor.ca/cces/sites/uwindsor.ca.cces/files/2017-2018_work_study_confirmation_of_hiring_form_v2.docx) to the Awards Office through email (award1@uwindsor.ca) or fax (519-973-7087). You must submit a Confirmation of Hiring form for each student that you hire. Please do NOT mail the form as it is a time-sensitive document. Both you and the student need to sign the form in order for it to be approved by the Awards Office. Once the Awards Office notifies me that they have received your form, I will follow up with you to confirm the employment of the student and how many hours they have been allocated. This can take 3-7 business days.

**4) SUBMIT A STUDENT HIRING AUTHORIZATION FORM TO HUMAN RESOURCES:** Once you have submitted a Confirmation of Hiring form to the Awards Office, your next step will be to submit a [Student Hiring Authorization form](http://www1.uwindsor.ca/hr/system/files/Student.Hiring.Authorization_0.docx) to the [Department of Human Resources (HR)](http://www1.uwindsor.ca/hr/contact-information-0). Students may only work 1 Ignite position and are not permitted to transfer to another Ignite employer once they have been hired.

**Register for Ignite’s Employer Professional Development Workshop Today!**

Thank you to all employers who attended the first employer professional development session on November 3. I’m very happy to announce that the registration deadline has been extended for the workshop on November 17! The workshop will discuss techniques for working with students and providing meaningful feedback. We will also review the newly developed Employer Toolkit and have a short Q&A session.

The workshop will be held on:

* Friday, November 17 from 2:00pm to 3:00pm
* Location: Odette School of Business, Room 110

I would greatly appreciate the opportunity to meet you and discuss your experience with the new program thus far. You can [register online](https://uwindsor.ca1.qualtrics.com/jfe/form/SV_73Dx8Nysv2OX8DX). Hope to see you there!

**Upcoming Professional Development Opportunities for UWindsor Staff**

Working with students can be both challenging and rewarding. The Department of Human Resources will be offering the following professional development opportunities in November:

**How to Give and Receive Constructive Criticism**

November 15, 2017, 01:00 PM – 03:00 PM

Even though criticism is uncomfortable and often hard to hear, it provides students with an opportunity to enhance awareness of how their work, behaviour and actions are perceived by those around them. This session will explore how to give constructive criticism in a way to increase reception to your feedback. This session could be very applicable to your work with Ignite students!

**Verbal De-escalation Techniques**

November 23, 2017, 09:00 AM – 11:00 AM

In our interactions we may encounter students who may be angry or upset. How we communicate in these situations will impact the outcome of the interaction. This session will focus on the techniques that you can use to de-escalate a situation so that a discussion can become possible.

If you are interested in attending one of these workshops,[**click here to register**](http://cleo.uwindsor.ca/hr/workshops/)