Amaaqtaarniq Applicant Checklist:

☐Read Amaaqtaarniq Guidelines/ask for clarifications if needed

☐Reviewed the Amaaqtaarniq eligibility criteria to ensure I meet them:

- ☐Nunavut Inuk
- ☐Three years service with GN
- ☐Most recent performance review is positive
- ☐Have secondary school diploma or equivalent

☐Identified a possible hard-to-fill or specialist field/position in the GN in which I'm interested (with assistance from supervisor, Sivumuaqatigiit staff, others)

☐Discussed job shadowing with my supervisor, and supervisor in target area (if preferred or required)

☐Updated my resume

☐Researched colleges or universities of interest

☐Researched college/university community for housing, childcare, spousal employment opportunities, church, etc. (whatever I anticipate my needs to be)

☐Submitted application to college or university

☐Contact a Career Planning Specialist (CPS) to create a career record and/or questions, guidance, etc.

☐Reviewed Relocation Guidelines
http://www.gov.nu.ca/sites/default/files/files/Finance/RelocationGuidelines.pdf

☐Completed the Confirmation of Employment and Performance letter to submit to Staffing (with CPS)

☐Completed the Amaaqtaarniq Application Form, resume, other required documents for the program to Sivumuaqatigiit Division sivumuaqatigiit@gov.nu.ca

Once approved for Amaaqtaarniq leave and support:

☐Notified Sivumuaqatigiit, my Department, and target Department when I received acceptance to college/university program

☐ Spoke with my departments Human Resources Manager regarding the leave process approval/signatures

☐Reviewed, discussed and signed Amaaqtaarniq Agreement

☐Submitted a letter to Housing to let them know I've been accepted at an educational institution and/or will be moving

☐Other: _____