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DEPARTMENTAL APPLICATIONS FOR INTERNSHIP POSITIONS

Taking on an intern requires an ongoing commitment by departments, divisions and individuals. In order to ensure a successful learning experience, Sivuliqtiksatsat strives to provide the intern with a network of supports including:

- A well-developed learning plan
- Designated departmental trainer
- A dedicated supervisor
- A respected mentor
- A Host Departmental HR representative
- A peer network of other interns
- Dedicated office space

The intention of Sivuliqtiksatsat is to provide **on-the-job** training and support to interns. Training courses, distance education and short academic programs may be part of an intern's approved learning plan. Travel costs will be covered to and from the educational institution for the intern only. The program does not support long term (more than a semester) education leave for interns to study at educational institutions.

Before Applying for a Position

The following factors need to be considered by the Department **before** applying for an internship:

- **Nature of target position** (Will on-the-job training lead to incumbent's success in the target position?)
- **Current incumbent in target position** (Is the individual in a term or indeterminate position? Does the incumbent understand that the intern will be awarded to the position when done?)
- **Designated Trainer** (Has the individual been in the position for a minimum of six months? Is the designated trainer on site?)
- **Location of position** (Is the position in a decentralize community?)
- **Length of training required** (Will the internship be 1 to 3 years?)
- **Departmental/Divisional capacity** (Can the trainer handle the workload?)
- **Willingness/experience** (Are staff willing to facilitate learning?)
- **Number of Sivuliqtiksatsat interns currently working in Department** (Does your department currently have Sivuliqtiksatsat interns?)
- **Work environment** (Can the department provide suitable workspace?)

Application Process

Departments are welcome to apply for internships at any time. However, the Department of Human Resources will issue a "call out" for departmental applications for Sivuliqtiksatsat internship positions. This call out may occur on an annual or semi-annual basis depending on the number of available positions.

Departments must complete a Sivuliqtiksatsat application form in full and attach the most recent job description for the target position, job description for the intern, job description for the trainer, trainer's resume and an organizational chart. All information fields must be completed and questions should be answered thoroughly, as the information provided will be used to determine the positions selected for the program intake.

Applications must be endorsed by the Deputy Head to be considered eligible for review.

Application Review



THE RECRUITMENT PROCESS

Overview

Intern positions can be filled through different recruitment processes:

- **Open Competition**
- **Other staffing options will be considered only in special circumstances**

As this is an Article 23 (Nunavut Agreement) initiative, competitions are restricted to Inuit enrolled under the Nunavut Agreement.

Advertising

A customized job advertisement will be issued. This advertisement will contain key information such as:

- General program information (learning plans, training on the job, length of internships, appointment to position at end of internship)
- Screening requirements (knowledge, skills and abilities) for the program
- Specific position details (name, location, responsibilities, screening requirements)
- How to apply for consideration

Within the advertisement will be the steps for how an individual would apply to this competition. It will be necessary for the candidate to state the following within the cover letter:

- Choose which position(s) she/he would like to be considered for
- Identify their status as an Inuk enrolled under the Nunavut Agreement
- Clearly document the necessary skills, knowledge and abilities identified for the program as well as for the position(s) within the resume.

Screening

A screening committee will be established for each position advertised and will be comprised of:

- Departmental Representative(s) – i.e. supervisor, technical expert
- A Staffing Consultant
- A Sivuliqtiksat Coordinator

Once all screened candidates are reviewed, the committee makes the final decision with regards to those who will be interviewed. All applicants will be contacted by the Staffing Consultant and advised of his/her status for the interview process.

Interview Process

While the position(s) are being advertised, departments will have the opportunity to work with a Staffing Consultant and Sivuliqtiksat Coordinator to develop their specific interview questions. Departments will choose from a pool of behavioural descriptive questions (developed by the Department of Human Resources). They will also submit 4-6 questions (with corresponding answers) that are specific to the position and/or department (job specific/technical questions). The questions can be organized in the pattern of choice by the department.

Departments will decide if the interview questions will be made available to the candidates prior to the interview.

A written assignment may also be part of the interview process. Departments can either choose from a general pool of assignments on file with the Department of Human Resources or customize an assignment for the specific position.



FINANCIAL SUPPORT

Intern Salary

Salaries for interns will be paid by the Department of Human Resources and will depend upon the evaluation (pay level) of the target position.

- For those positions in the Excluded Bargaining Unit, the salary will be 85% of Step 1 of the actual Pay Range for Year 1, 90% of Step 1 of the actual Pay Range for Year 2 and 95% of the actual Pay Range for Year 3.
- For those positions in the Senior Manager's Bargaining Unit, the salary is calculated at 85% of the target position's pay range. Interns will receive 85% of that in Year 1, and 90% of that in Year 2 and 95% in Year 3. NOTE: Interns are not entitled to the annual bonuses.

See the table below for examples:

Bargaining Unit	Pay Range	Starting Salary in that Range	Year 1		Year 2		Year 3	
			%	Intern's Actual Salary	%	Intern's Actual Salary	%	Intern's Actual Salary
Excluded/NEU	16	\$92,196.00	*85	\$78,366.60	90	\$82,976.40	95	\$87,586.20
Senior Manager	6	\$135,473.00 (85% of \$159,380.00)	*85	\$115,152.05 (85% of 85%)	90	\$121,925.70 (90% of 85%)	95	\$128,699.35 (95% of 85%)

***All internships have a starting salary of 85%**

- Pay Increments - Progression on the salary grid is predetermined in the internship letter of offer.
- Existing indeterminate employees going on a Transfer Assignment will have no changes to their salary. Their salaries will be placed on a lateral move until a successful completion of the Internship.

Salaries for interns will be paid directly by the Department of Human Resources and will depend upon the evaluation (pay level) of the target position. When the intern is hired, the financial coding assigned to the position for payroll purposes will be coding attached to the Sivuliqtiksat Program (04211/01/1/XXX/0400000/????). Salary costs covered by the Department of Human Resources are:

- Salary
- Northern Allowance
- Employer's Share of Benefits
- Bilingual Bonus
- Allowances applicable to the position

Salary costs are charged directly to the Sivuliqtiksat program's budget. If, for some reason, salary is charged to the host department, please notify the Sivuliqtiksat Coordinator immediately so that the payroll distribution code can be changed. A Journal Voucher can then be submitted to the Director of Corporate Services (HR) to Charge back the salary costs. Please provide a copy of the Payroll Distribution Report showing the payment.

Overtime

Interns are eligible for overtime that has been requested and approved by the hiring department. The cost of this overtime will be charged to the hiring department. All overtime must be forwarded to the Director of Corporate Services at HR to issue expenditure and payment authority. Please ensure the



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preauthorization is attached detailing the financial coding. A JV will be prepared by HR to charge back the respective department the overtime cost.

When the intern is expected to attend the Sivuliqtiksat Orientation and the annual Group Learning session, the pre-authorized overtime costs will be covered by the Sivuliqtiksat Program.

The intern's target position determines what they are eligible to claim in overtime as outlined in the HR Manual.

Learning Budget

Each Intern is allocated \$25,000 for training per fiscal year (from the Sivuliqtiksat program budget) to cover such costs as:

- Travel related directly to training (that is detailed in the Learning Plan)
- Accommodation costs and per diems while attending the training
- Tuition costs
- Books
- Exams
- Other miscellaneous costs associated with the Learning Plan

Training costs identified in the Learning Plan will be covered by the training dollars.

The host Departments pay for these expenditures in advance. The host department is required to start the Journal Voucher process **immediately after** the training has taken place to prevent payment delays at the end of the fiscal year.

Once payment has been made for the item, a Journal Voucher is drawn up by the host department showing each expenditure with the appropriate coding string. Attached to the JV must be the following (if applicable):

- a copy of the supporting documents
 - travel authorization expense claim
 - travel itinerary & boarding pass
 - accommodation receipts
 - registration and/or tuition fees
 - ground transportation receipts
- a copy of the Free Balance EV details report showing the specific expenditure

Journal Vouchers can be submitted directly to the Sivuliqtiksat Coordinator.

Please note that Human Resources will be responsible only for those training costs identified in the Learning Plan. As well, JV's will not be processed if any of the supporting documents are missing.

Departments (supervisors/interns) are responsible for the coordination and administration of training activities (i.e. registration, booking and arranging travel) except for Group Learning Sessions.

CODING STRINGS

Travel and Transportation	04211-01-1-xxx-0400000-01-310x
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Fees and Payments	04211-01-1-xxx-0400000-01-360x
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Please be aware that general office supplies and furniture cannot be charged to this program. This includes computers, lap tops, cellular phones (if applicable),



BEGINNING OF THE INTERNSHIP

Department Orientation

The intern's direct supervisor is responsible for ensuring that a thoughtful and organized departmental orientation takes place. Until the intern becomes familiar with workplace surroundings, feels comfortable with the details and routine of the workday and develops an understanding of the job and its expectations, it will be difficult for him/her to focus on the learning experience. Some key areas that should be covered include:

Dress Code (if applicable)	Duty Travel	Paydays/Pay periods
Attendance and Leave	Emergency Procedures	Performance Appraisals
Bulletin Boards	Employee Recognition	Personal Property
Department Business Plans	Educational Assistance	Probationary Period
Departmental Meetings	GN Computer System	Standards of Conduct
Departmental Overview	Holidays	Telephone/Email privileges
Departmental Publications	Insurances	Vacations
Disciplinary System	Introduction to colleagues	Office/Building Security

Office Space and Technology Support

Departments are responsible for providing adequate office space, supplies and equipment for the intern. This includes a computer.

Sivuliqtiksat Orientation (Mandatory)

A Sivuliqtiksat Coordinator will arrange for orientation for new interns and their supervisors. Information presented will include:

- Program information
- Roles and responsibilities
- Overview of mentoring
- HR Attendance and Leave process
- Learning Plan process
- Teambuilding exercises
- Guest speakers

Learning Plan

Once the intern is hired, a Sivuliqtiksat Coordinator will work with the intern and his/her supervisor to develop a learning plan. The learning plan is built on the requirements of the position, but also takes into consideration the intern's abilities. This **'living document'** becomes the driver of the various learning experiences.

It is anticipated that the interns will be exposed to different forms of training, learning and skill enhancement during the length of the internship. A completed Learning Plan has to be endorsed by the intern, trainer and Deputy Head of the hosting department and submitted to the Sivuliqtiksat Coordinator.

