VIP-CSL

Orientation Part 3: Job Postings

University of Windsor

Upon completion of this last slide show, you can take the quiz on Blackboard (3 attempt maximum). This quiz will have questions about all three parts of orientation.

You must score at least 90% on this quiz within three attempts to be allowed to attend group orientation.

Job Postings

Our department works with numerous community partners each semester. You will be able to **view** all of our job postings before deciding to commit yourself to this opportunity. Once you have committed, you will be allowed to **apply** to jobs.
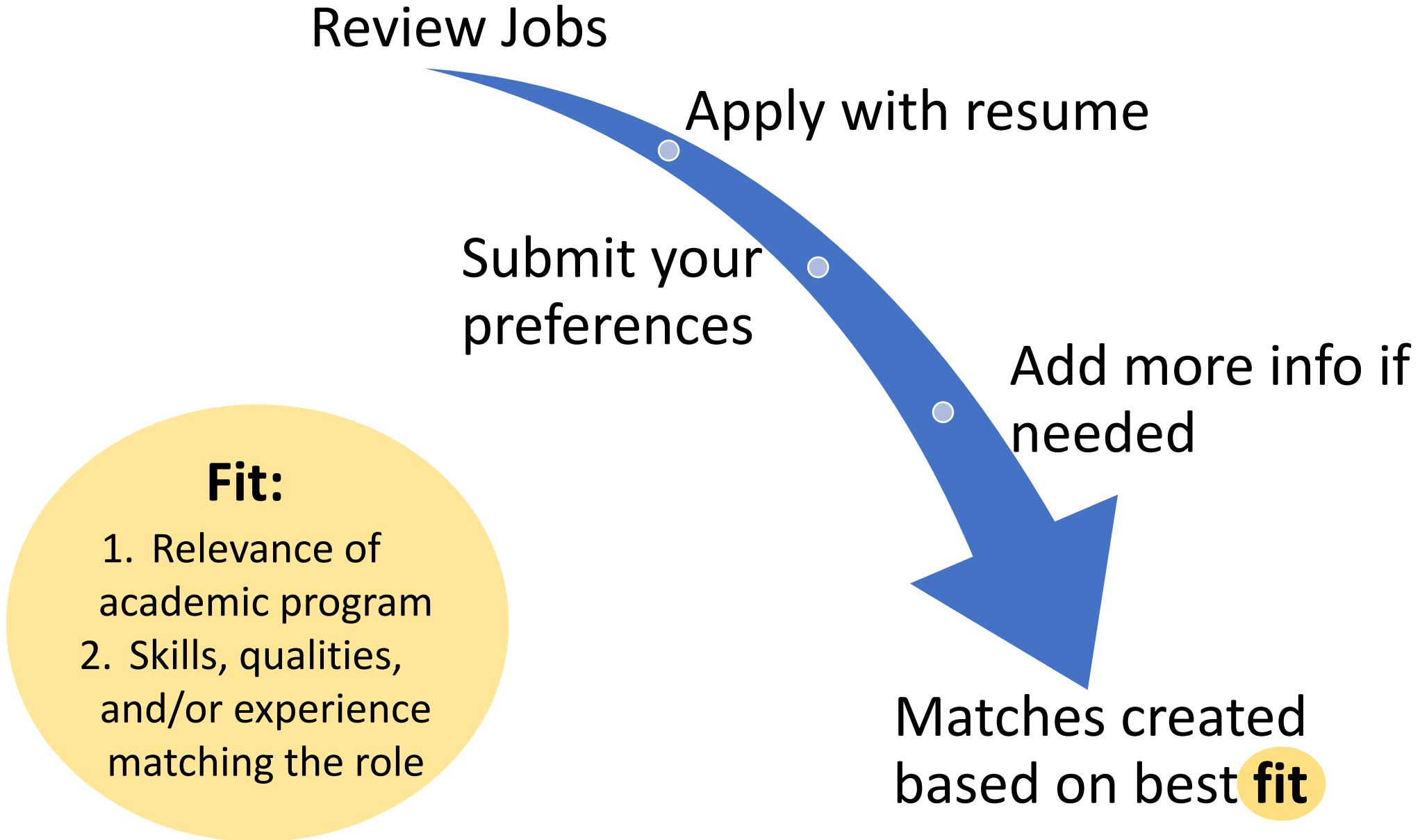
Review Jobs

Apply with resume

Submit your preferences

Add more info if needed

Fit:
1. Relevance of academic program
2. Skills, qualities, and/or experience matching the role

Matches created based on best **fit**

Job Postings

You will view and apply to jobs online through mySuccess by submitting your resume as an application. No interviews will take place before matching. Instructions on how to apply to jobs will be on Blackboard as the deadline draws closer!

All students will see all jobs.
If your program does not match what the role asks for, you must explain how you will be able to apply your academic knowledge in this role

Review Jobs

Apply with resume

Submit your preferences

Add **more info** if needed

Matches created based on best fit

Group Orientation

- Attend one of the online sessions, arrive 5-10m early! (to be tracked as attended by our staff)

- No make-up sessions or individual sessions will occur

- These questions and more will be answered:
  1. What if I am matched with a job I don't want?
  2. How do I see the jobs so I can decide to join VIP or not?
  3. How many jobs should I apply to?
  4. Do I have to change my resume for each job?

Attendance Policy

- Any number of minutes past the documented start time is LATE

- You will not get credit for attending if you arrive late

- There will be a lot of information covered so every minute counts

- No make-up sessions or individual sessions will occur

Reviewing a Job Posting

When viewing and applying to jobs, make sure to pay attention to the following things...

Titles don't tell you everything, read the full description

Check out the organization – website, social media

See the Big Picture

Am I Qualified?

Read the full description and answer these questions before you apply:

1. Do I meet the academic requirements?

2. Do I have the skills, experience, and/or characteristics that they listed in the description?

3. Are my relevant (see 2.) skills, experience, and/or characteristics highlighted on my resume?

Availability

When do they need you?

Do you have time on the days they ask for?

If the shifts conflict with your part-time job or courses, do not apply

Extra Requirements

Many jobs will have additional requirements like:

1. Police clearance (very common)
2. Provide proof of immunizations
3. Health screening (Tuberculosis testing)
4. References

Read the full job description for these details before you apply

COVID

If the position has any in-person component the description will tell you that as well as details about PPE requirements and physical distancing. Read carefully.

Do not apply to in-person placements if you are not comfortable volunteering in-person. You cannot switch roles if you change your mind after starting.

Examine the descriptions carefully and decide for yourself if you can handle the additional requirements for in-person positions. You will be accepting a risk if you choose to volunteer in-person. No in-person role can be entirely risk-free.

Applying to Jobs

You will only be matched with a position:

1. You qualify for (as indicated on your resume)

2. You applied to

Do NOT apply to a position you would not want

Applying to Jobs

If the position asks for a student with good communication skills and your resume does not show good communication skills, you may not be considered for the position

There is a possibility of being matched with ANY position that you apply to - **do not apply to jobs you do not want!**

Matching results cannot not be changed- **do not apply to any positions you do not want!**

Applying to Positions

We suggest applying to 5 different positions

Consider the **goals** of the organization and do additional research

Look at the schedule requirements and your class schedule

Police Clearance

Job postings should state whether or not you need a police clearance and what type.

There are two types:
1) Criminal Record Check
2) Vulnerable Sector Clearance (recommended*)

See Blackboard and attend Group Orientation for more information about when and how to apply for a police clearance. DO NOT APPLY until you have attended Group Orientation.

Next Steps

It's time to:
- **Study your notes and take the quiz on Blackboard**
- **Read and submit the VIP-CSL Contract**
- **Attend group orientation (on-time in the virtual classroom on Bb)**
- **Make an informed decision to commit or not after reviewing summary of available placements (will be available on Bb just before group orientation begins)**