

A photograph of a grassy hill under a blue sky with white clouds. On the left, a white plastic slide curves down the slope. To the right of the slide, a set of wooden stairs leads up the hill. The grass is green and somewhat overgrown. In the bottom right corner, there is a logo for the University of Windsor.

# VIP-CSL

Orientation Part 3: Job Postings



University  
of Windsor



Upon completion of this last slide show, you can take the quiz on Brightspace (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.



A magnifying glass with a black handle and a silver rim is positioned over a document. The lens is focused on the text below. The background is a light, slightly textured surface.

# Job Postings

VIP works with numerous community partners each semester. You will be able to **view** all placement opportunities before deciding to commit yourself to VIP and pay the \$75 fee. 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  
with preference  
submission

### **Fit:**

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

Matches created based on  
best **fit**



A magnifying glass with a black handle and frame is positioned over a document. The lens is focused on a dark grey rectangular area that contains text. The background is a light, slightly textured surface.

# 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 Brightspace 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  
& explain if needed

Matches created based  
on best fit





# Group Orientation

- Attend one of the sessions, arrive 5-10m early!
- No make-up sessions or individual sessions will occur
- These questions and more will be answered:
  1. How do I see the positions so I can decide to join VIP or not?
  2. How many positions should I apply to?
  3. Do I have to change my resume for every position I am interested in?



# 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...

A person is walking on a beach at sunset. The sun is low on the horizon, casting a warm glow over the scene. The person is walking away from the camera, towards the ocean. The beach is sandy and the water is calm.

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. Am I in the program requested?
2. Do I have the qualities, characteristics, or experience 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

# Position Format

If the position has any in-person component the description will tell you that as well as details about PPE requirements and physical distancing if they are required. 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 location and day to day tasks



Look at the schedule requirements and your class schedule

# Police Clearance

Job postings will state whether or not you need a police clearance and what type. Many in-person roles will request this.

There are two types:

- 1) Criminal Record Check
- 2) Vulnerable Sector Clearance (recommended\*)

See Brightspace 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 from these 3 power points files plus the Timeline and Contract and then take the quiz on Brightspace**
- **Read and submit the VIP-CSL Contract (with your actual signature)**
- **Attend group orientation (on-time)**
- **Make an informed decision to commit or not after reviewing available placements and before the fee payment deadline**