Search Topics

📽 Overview

🔖 Bookmarks

📅 Course Schedule

Table of Contents   9

Timeline   ✓

Manual & Contract   ✓

Content Modules   2

Submissions   7

Submissions   ...

0 % 0 of 7 topics complete

Upload your resume to be considered for   ●
admission to VIP

📑 Assignment

🕐 Due July 27 at 9:00 AM

Every VIP applicant must submit a resume before the deadline. Upload your initial resume before the deadline given if you wish to be considered for VIP. If you emailed your resume or handed it in at your interview, **you still need to submit it here.**

If you wish to improve your existing resume or create one just for VIP, here are some resources to assist you:

1. Suggested Resume Format Example

2. Resume Writing Tips

3. Four Simple Tips:

- include your uwindsor email address (no gmail or others)
- create a Profile of Skills at the top of your resume (see Example)
- do not use any personal pronouns on your resume (no I, me, or my)
- include months and years for all experiences (paid, volunteer, certificate, etc)

Read and Submit your Contract   ●

📄 Assignment

🕐 Due September 7 at 9:00 AM

This is the VIP-CSL contract. Read it very carefully as you will be required to follow it to remain in VIP. Please ask any questions you may have about this contract either at group orientation or via email to vip@uwindsor.ca. To submit this contract you must fill out the identification section at the top and include your handwritten signature. PDF files please. **A typed signature will <u>not</u> be accepted.** To learn how to create a handwritten signature quickly without printing, watch this video (https://youtu.be/GMSMrbep2RU).

Your contract **must be submitted BEFORE the deadline.**

Required online Health&Safety Training   ●

📄 Assignment

🕐 Due September 7 at 9:00 AM

Follow the link below to complete the required training. This is part of pre-orientation. This will take 15-30 minutes. Take a screenshot of the certificate you receive at the end of the training. Upload that screen shot here as an image file or pdf file. Check after you submit that your name and the Ministry logo is visible. If you have completed this training within the last 8 months, you may upload your certificate here and you do not have to do it again.

Worker Health and Safety Awareness in 4 Steps | Ministry of Labour, Training and Skills Development

Submit your Placement Confirmation form here

●

📄 Assignment

🕐 Due October 5 at 11:59 PM

Placement Confirmation Form

Submit your Placement Confirmation Form that has been completed by you with the assistance of your VIP supervisor. This form is to be completed at your first meeting with your VIP supervisor in order for both you and your supervisor to understand what you will accomplish, your planned schedule, and other important expectations. The form must be actually signed by your VIP supervisor. Make sure <u>all questions and fields</u> are completed before you submit.

Step 1 - Complete and Submit Cover Letter Worksheet

●

📄 Assignment

🕐 Due October 17 at 11:59 PM

Upload your completed worksheet as a pdf. The worksheet is in the Cover Letter content module.

This worksheet is designed to help you easily write your actual cover letter by having you create the content needed for each of the 3 paragraphs of the letter and giving you the specific format of the letter.

This worksheet will be evaluated as part of this assignment and you can find that score with your evaluated cover letter submission.

Step 2 - Upload your Cover Letter

●

📄 Assignment

🕐 Due October 17 at 11:59 PM

Review all instructions in Cover Letter content module. Submit your customized cover letter here, only after you have submitted your cover letter worksheet. Upload your cover letter as a pdf file. Check your submission to confirm it is legible.

You will receive feedback here on BS and if you score less than satisfactory you will be required to repeat this assignment.

Step 3 - Upload your job description if needed

●

📄 Assignment

🕐 Due October 17 at 11:59 PM

If you used a job description that you found on your own for this assignment, then you need to upload it here as a pdf file (no links please). You cannot use a VIP or IGNITE role or any past job. It must be a job with a well detailed job description including a list of qualifications. If you are not sure, email vip@uwindsor.ca to ask.

If you used a job description from the job resource that was provided for this assignment, you do not need to upload anything for this step.