

STUDENT SUMMER SKILLS INCENTIVE (SKILL) EMPLOYER CHECKLIST



Step 1: Review Contract Agreement - Accept or Decline

- Sign and date** the Agreement Contract in the Employer Section. Your Agreement Manager will sign for the province.
- Email** to your Agreement Manager within one week from receipt.
- Print** off these forms [here](#)
 - Employer Checklist
 - Student Information Form
 - Advance Request Form (optional) – Employer completes

Step 2: Student Information Form - Make Sure the Student You Intend to Hire Qualifies Under Skill

- Give** the student the Student Information Form to complete during their 1st week. You and the student are required to sign a declaration on the form that you have confirmed their eligibility according to the chart below. If selected for audit, you may be required to provide the student's proof of enrollment.

An Eligible Student – must be:	Proof of Enrolment
Registered in or accepted to a full-time post secondary program in the fall.	
SKILLS CO-OP Student	Provide a copy of a university or college transcript showing enrollment in a formal work-integrated-learning program.

- Email** the Student Information Form and Advance form (optional) to your Agreement Manager. Please include the Agreement Number on all documents.

Step 3: To Receive Reimbursement:

- Complete** the Payroll Record and save a copy of the student's [Record of Employment \(ROE\)](#).
- Email** Payroll Record to your Agreement Manager within 10 days from the student's last day worked. If the student is not available to sign the payroll record, send a copy of the ROE.
- Complete** the Employer Evaluation Survey at the link that will be emailed to you. Forward the Student Survey link to your student-employee and ensure that they complete it.

Important Information

Employers must pay:

- The hourly wage indicated on the application form or higher + plus 4% vacation pay.
- Organizations are not eligible for this incentive if they are receiving funding for the same position through any other government student employment program.

Student Eligibility Requirements:

- The student must be a permanent resident of Nova Scotia or reside in the province for at least six months prior to this work term, and be enrolled in full-time studies in an accredited university or college program.
- Employers may not hire relatives including: Immediate and extended family members of the organization's contact or alternate; chairperson of the organization's board; organization's staff; spouse, ward, guardian, niece/nephew, and/or in-law of the above persons, except in situations where it supports the employment of individuals underrepresented in Nova Scotia's workforce. Please see section 5.1 of the guidelines.
- Summer students may not displace existing staff.

If you have any questions, please call 902-424-6000 or toll free: 1-800-424-5418