

## **Checklist for YCW Summer Students (candidates)**

### **Before starting your summer job**

Do you know which component of YCW is financing your summer job (If not, ask your employer)?

Are you familiar with the objectives of YCW and, more specifically, with the objectives of the program in which you are participating?

Have you completed your online Candidate Eligibility Form found in your YCW online account?

Are you required to travel more than 125km from your primary residence to your summer job? If so, talk to your employer about the possibility of reimbursement for your travel costs.

Are you covered by medical insurance in case of illness or injury? If you are travelling to a different province/territory to reach your summer job, be sure to verify that your medical insurance will cover costs in your province/territory of work.

Have you asked your employer all the necessary questions (i.e.: salary and benefits, hours of work, vacation, contract between you and your employer, etc.)?

Have you settled all details regarding lodging?

Will you be living in a safe, easily accessible area?

### **Laws and rights relative to your work**

Have you asked a representative of your provincial or territorial labour bureau all the right questions pertaining to labour laws and/or your rights as an employee?

Did you know that you are subject to local laws?

### **As you begin your summer job**

Have you carefully read the description of your summer job?

Are you fully aware of the salary agreement?

Have you signed the work contract confirming your acknowledgment and acceptance of your tasks and the proposed salary?

Have you kept a copy of the signed contract?

Have you completed your online Staffing Report found in your YCW online account (during the first week of work)?

## **During your summer job**

Does your summer job correspond to its description in the contract as provided by your employer?

Are you being paid according to the salary agreed upon, and in a timely fashion?

Have you discussed your concerns or problems with your employer?

Have you advised the YCW Coordinator (jct-ycw@pch.gc.ca) of any problems you are having?

## **At the end of your summer job**

Have you completed your online YCW Evaluation Questionnaire found in your YCW online account?

Have you completed your End of Work Term Report found in your YCW online account?

Have you shared your Success Story? (optional)