

Languages at Work Timeline (6-8 Week Programs)

| Prior to Languages at Work | | | |
|----------------------------|-------------------------------|--|--------------------|
| Dates | Task | Steps | Responsible |
| | Apply Online | <ul style="list-style-type: none"> <input type="radio"/> Create and confirm Young Canada Works website account <input type="radio"/> Make an Employer Profile <input type="radio"/> Submit a Job Funding Application | Employer |
| Up to two weeks | Application Review | Applications are reviewed on a rolling basis. You will receive an email confirmation with a preliminary funding offer as soon as your application has been reviewed. | FJCF |
| | Accept Funding Offer | <ul style="list-style-type: none"> <input type="radio"/> Review and accept funding offer | Employer |
| | Explore Program Begins | <p>Participants will arrive in the local town/city from francophone communities in Canada. They will spend 5 weeks doing intensive English courses at a local educational institution. A handful of participants will remain in the local town/city for Languages at Work.</p> <p>Throughout the program, the local Project Officer will help participants polish their resumes and cover letters, and assess the strengths and skills of the candidates.</p> | Explore |
| | Review Candidates | <ul style="list-style-type: none"> <input type="radio"/> The local Project Officer will provide each employer with a selection of resumes and cover letters <input type="radio"/> Employer can conduct interviews, or ask Project Officer to select the best-fit candidate <p>Important: Interviews cannot interfere with Explore class time or activities. All interviews must take place in the evening or on weekends.</p> | Employer |
| | Hire Candidate(s) | <ul style="list-style-type: none"> <input type="radio"/> Hire the participant on the Young Canada Works website (p. 9) <input type="radio"/> Complete the Candidate Eligibility Form <input type="radio"/> Complete the Staffing Report | Employer |
| | YCW Paperwork | Complete the participant portion of the Candidate Eligibility Form and the Staffing Report | Participant |

| Beginning of Languages at Work | | | |
|--------------------------------|---|--|-----------------|
| Dates | Task | Steps | Responsible |
| | Languages at Work Begins | The Explore Program is complete, and participants can now begin working 30-40 hours per week. | |
| | Contract Distribution | As soon as the FJCF has received the Candidate Eligibility Form and the Staffing Report from both participant and employer, they will email an official Employment Contract to all employers. | FJCF |
| | Sign & Mail Official Employment Contract | <ul style="list-style-type: none"> ○ Review and sign it ○ Send a signed version of the Employment Contrat to the FJCF by email | Employer |
| | First Cheque Distribution | Once all the above has been completed, and all documents above have been received by the FJCF, a first instalment for 75% of the total subsidy will be sent to the employer within a few weeks. | FJCF |

| Middle of Languages at Work | | | |
|-----------------------------|----------------------------|---|---------------------------------------|
| Dates | Task | Steps | Responsible |
| | Worksite Monitoring | <ul style="list-style-type: none"> ○ The Local Project Officer will arrange a time to visit the participant at their workplace, check-in with both employer and participant, and make sure everything is running smoothly. | Employer & Project Officer |

| Beginning of Languages at Work | | | |
|--------------------------------|-----------------------------------|---|--------------------|
| Dates | Task | Steps | Responsible |
| | Languages at Work Ends | Languages at Work is complete. | |
| | Complete Final Paperwork | <ul style="list-style-type: none"> ○ Complete the End of Work Term Report ○ Complete the Evaluation Questionnaire ○ Email the participant's payroll records to the FJCF | Employer |
| | YCW Paperwork | Complete the participant portion of the End of Work Term Report and the Evaluation Questionnaire | Participant |
| | Second Cheque Distribution | Once all the above has been completed, and all documents above have been received by the FJCF, a final instalment for the remaining 25% of the total subsidy will be sent to the employer. | FJCF |