

2009 Co-operative Employment Program–Fall

EMPLOYER CHECKLIST

Please check each step when completed and keep this list in your file for reference.

- Step 1 Read **Operational Guidelines**
- Step 2 Give the student(s) a copy of the **Student Guidelines** and **Student Time Sheet**
- Step 3 As soon as the student is hired have him/her complete the first section of the **Student Confirmation** form. Then have the Co-op Coordinator (listed in the application package), fill out their section of the form and return the form to you, the employer, for your signature and forward to our office by fax or mail within five days of hiring the student.

Note: For **non-profit organizations** only —

- Step 4 If you are requesting an advance, you **must** complete the **Advance Request** form and mail along with the **Student Confirmation** form.

Towards the end of the co-op term:

- Step 5 Complete **Final Claim** form.
- Step 6 Complete Program **Payroll Record** form.
- Step 7 Have student verify their hours worked and sign **Payroll Record** form.
- Step 8 Submit a photocopy of the student's **Record of Employment** if he or she is terminated at the end of the co-op placement. **This form will not be sent to you.** It is available from your local federal Human Resources office, call: 1-800-622-6232 or visit: <http://www.hrsdc.gc.ca>
*If the student is kept on beyond the end of this co-op placement, please indicate this on the **Payroll Record** form.
- Step 9 Please send all three above items postmarked not later than **January 18, 2010** to:

How to contact us —

By Mail:

Co-operative Employment Program
Economic and Rural Development
PO Box 2311
Halifax, NS B3J 3C8

By Courier:

Co-operative Employment Program
Economic and Rural Development
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

By phone or E-mail:

Toll-free: 1-800-424-5418
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