

Exciting changes are coming to Ignite in 2018-2019! Ignite is formally transitioning to a wage subsidy model and will be facilitated as an inclusive on-campus experiential learning program. The Office of Career Development & Experiential Learning will be holding employer information sessions throughout the summer to aid with this transition. All faculty and staff interested in participating in Ignite are encouraged to attend.

### Student Eligibility

2018-2019	Prior Years
<ul style="list-style-type: none"> <li>Students attend a mandatory Launch session</li> <li>Be in good academic standing</li> <li>Registered in a minimum course load</li> <li>Not on a co-op work term in the semester they are employed in an Ignite position</li> </ul>	<p>Restricted only to students who demonstrate financial need.</p> <p>They also had to meet the academic standing and course load requirements.</p>

**Benefits:** Increased flexibility, giving supervisors the opportunity to hire a student who they believe will be the best fit for their role from a broader pool of eligible students and over a longer time period. Launch sessions will be offered on a weekly basis starting in late August to allow students to start work in early September.

### Funding Structure

2018-2019	Prior Years
<ul style="list-style-type: none"> <li>Employer sets rate of pay</li> <li>Reimbursed up to \$2,500 for an 8-month (Fall &amp; Winter) position <b>or</b> \$1,250 for a one term (Fall or Winter) position</li> </ul>	<p>All wages were set at minimum wage and students were paid directly from the work study budget. Overages were reconciled after the year end.</p>

**Benefits:** Fall positions reimbursed in January 2019 and Fall & Winter and Winter term positions reimbursed in May 2019.

### Job Proposals

2018-2019	Prior Years
<ul style="list-style-type: none"> <li>Job proposals submitted via mySuccess</li> <li>4- &amp; 8-month options</li> <li>Reviewed, and scored by an Evaluation Committee using a comprehensive rubric</li> </ul>	<p>Job proposals were submitted to mySuccess, vetted, and approved by the Program Coordinator. There were typically more positions available than approved students to fill them.</p>

**Benefits:** Faculty and staff will be able to submit job proposals earlier (Monday, June 25). Successful positions that are awarded funding will be notified the week of August 20. Evaluation process provides students with more meaningful opportunities to develop relevant work experience and build employment-related skills.

### Student Start Date

2018-2019	Prior Years
<ul style="list-style-type: none"> <li>Students can start working as early as Sept. 4, given they have attended a mandatory Launch session.</li> </ul>	<p>Students could not begin work until late September after they were approved for work study by Student Awards &amp; Financial Aid and attended a mandatory Launch session.</p>

**Benefits:** This earlier start date gives supervisors the opportunity to make the most impact to their service areas and allows students to get a head start on mandatory HR hiring processes and training.

### Student Job Application

2018-2019	Prior Years
<ul style="list-style-type: none"> <li>Positions available to the entire pool of Ignite students</li> <li>If a supervisor already has identified a student they want to hire, they can encourage the students to attend a Launch session and become eligible for an Ignite role</li> </ul>	<p>Employers could only hire students from the pool of students that had been approved by Student Awards &amp; Financial Aid.</p>

**Benefits:** This new application process will allow more flexibility for both supervisors and students. Students that would like to work on campus can access a pool of postings by attending a Launch session and if a supervisor identifies a student that is a good fit for their role, they can ensure the student becomes eligible by directing them to attend a Launch session.

### Student Hiring Process

2018-2019	Prior Years
<ul style="list-style-type: none"> <li>Supervisors will submit 1 form (Student Hiring Authorization) to Human Resources.</li> <li>Students can be hired past November.</li> </ul>	<p>Supervisors submitted multiple forms.</p> <p>Students needed to be hired by the November 15<sup>th</sup> deadline.</p>

**Benefits:** Expedited hiring process. Flexibility to hire another student into a position to replace an incumbent that graduates in December or leaves the role.

### Reflection Activities

2018-2019	Prior Years
<ul style="list-style-type: none"> <li>Supervisors who hire for one term complete 2 reflection activities and three reflection activities for 8-month positions</li> <li>Tools developed to facilitate group reflection</li> <li>Students submit completed forms on mySuccess</li> </ul>	<p>All supervisors completed an initial, midpoint, and final check-in with each student. Student submitted the forms on mySuccess.</p>

**Benefits:** Reduction in the amount of paperwork. Check-ins revised and shortened.