



**“bridging the experience gap for Yukon graduates”**

an *Investing in Public Service* initiative

## Program Overview

### Goals

The GradCorps internship program stems from the Investing in Public Service – serving Yukon people (IPS) initiative and provides recent Yukon post-secondary graduates with valuable work experience to help them improve their employment prospects.

GradCorps also supports the IPS goal of encouraging the transfer of knowledge from experienced to younger employees.

### About GradCorps Internships

Successful applicants are placed in challenging, career-related internship assignments with Yukon government departments.

GradCorps interns are offered a one-year placement and receive a competitive salary and benefits package.

## Program Eligibility

GradCorps is open to all individuals who meet three eligibility criteria.

1. Applicants must be a Yukon resident\*.
2. Applicants must have graduated with a diploma or degree from a recognized post-secondary institution within the past 2 years.
3. Applicants must have little or no previous work experience in their field of study.

\* This includes Yukon students who apply from outside for a period of up to two years after completing their studies at an outside institution.





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## **Program Administration**

The GradCorps program is managed by the Corporate Human Resource Services (CHRS) branch of the Public Service Commission with program administration undertaken in partnership with participating departments.

## **Funding Arrangements**

PSC will fund a minimum of two internship positions each year. More internships may be funded depending on cost-sharing arrangements with departments.

Departments should clearly identify the level of funding requested in their internship proposals. Departments may opt to fully fund internship placements from within their own budgets; however, all proposed placements must first be approved by the GradCorps Review Committee so that they are consistent with program goals.

## **Placement Selection Process**

### **Internship Proposals**

Departments who wish to sponsor a GradCorps intern are required to submit an internship proposal package to CHRS including:

- a description of the nature of the proposed internship and a profile of ideal candidates (degree or diploma held, relevant course work etc);
- an explanation of how the position will contribute to the career development of participants and support long-term recruitment goals;
- a formal job description for the internship placement;
- a learning & development plan that identifies on-the-job training and formal education/development opportunities (seminars, courses, conferences etc) and the level of supervisory and management support available in the work unit; and
- an indication of the funding level requested –
  - a. 100% funding from PSC
  - b. cost-share arrangement with PSC (specify amount requested)
  - c. none – fully funded by sponsoring department





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## **GradCorps Review Committee**

A GradCorps Review Committee will be established to help ensure a range of corporate perspectives is reflected in the placements selected each year. The GradCorps Review Committee may include:

- the Public Service Commissioner;
- director, Corporate Human Resource Services (CHRS);
- designate, Deputy Ministers Human Resource Committee (DMHRC);
- designate, Human Resource Managers Advisory Committee (HRMAC);
- designate, Yukon Government Leadership Forum (YGLF) current or past participant; and
- other designates as appropriate.

Depending on the number of proposals and the funding available, it may not be possible to approve every internship proposal received in a given program year. The Review Committee will consider:

- potential benefits to participants in terms of relevant job experience and skill set development;
- alignment with department and organization's long-term recruiting goals; and
- maximizing available funding.

## **Stage One – Short-listing Proposals**

Once the initial proposals have been received from departments, the GradCorps Review Committee will review the proposals and select those which will proceed to the posting stage.

## **Stage Two – Posting Internship Positions**

CHRS will invite applications from eligible candidates by posting the short-listed internship opportunities on the Yukon Government's Employment Opportunities website and by advertising in the local papers. The postings will be clearly identified as “potential” opportunities. (Please see section on **Internship Recruitment** for application details.)





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### **Stage Three – Confirming GradCorps Placements**

Based on applications received, the Review Committee will determine which internship placements will go ahead in the program year.

CHRS will notify departments about the status of their proposals and applicants about the status of their application. If approved, the sponsoring department will be provided with candidate applications and can then proceed with selection and hiring based on their individual requirements.

Applicants who do not meet the eligibility requirements or who have applied on postings that will not go forward will also be notified of their status.





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## Internship Application & Recruitment Procedures

### Step one:

Eligible applicants will be invited to apply on specific internship opportunities by submitting an application to the CHRS branch of the Public Service Commission.

Application packages must include:

- GradCorps application form identifying the position(s) to which they are applying;
- post-secondary transcripts (scans and photocopies are acceptable); and
- a cover letter (approximately 500 words) outlining why they are interested in a GradCorps internship, what they hope to gain from working with the Yukon Government and how the experience will contribute to their long term career goals.

Internship application forms will be available online through the Public Service Commission’s Employment Opportunities web page. Hard copies will also be available at the Public Service Commission’s main reception desk.

Applications can be submitted electronically to [gradcorps@gov.yk.ca](mailto:gradcorps@gov.yk.ca) , faxed to 867.667.5755, mailed to the Yukon Public Service Commission at Box 2703, Whitehorse, Yukon Y1A 2C6 or submitted in person at the CHRS reception desk on the 3<sup>rd</sup> floor of the main Yukon Government administration building on 2<sup>nd</sup> Avenue in Whitehorse.

### Step two:

After all applications are in, the GradCorps Review Committee will make the final decision about which internship placements will go ahead.

Candidates who have applied on approved opportunities will be contacted by the sponsoring department. The hiring process for each placement is at the discretion of departments.





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## **Notification of Applicants**

Departments are required to provide CHRS with the name of the successful candidate and a copy of the employment contract within 5 working days of signing.

All applicants to GradCorps receive a written notice indicating the status of the competition.

## **Internship Placement Components**

### **Salary and Pay Administration**

Successful applicants will be invited to sign a one-year term employment contract with the Yukon Government.

GradCorps interns receive a salary, equal to 80% of the entry level salary for the job classification and are paid bi-weekly.

Interns are employees under the *Public Service Act*, and participate in group insurance benefit plans however as contract employees they do not participate in the Public Service Superannuation Plan.

### **Reporting, Performance and Program Evaluation**

GradCorps is designed to benefit both participants and sponsoring departments and as such, a two-way approach to feedback and evaluation is key to the program's success.

GradCorps participants are employees of the sponsoring department and report to a designated department supervisor.

Supervisors are required to submit an intern performance evaluation to CHRS at six months and again on conclusion of the internship.





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As part of the program evaluation, GradCorps interns will be asked to submit a placement feedback form to CHRS at the 6 month point and again on conclusion of their assignment.

Supervisors and interns are encouraged to engage in on-going feedback throughout the internship. CHRS branch is available as a resource to departments and participants to address issues that may arise.

CHRS will use the feedback and evaluations to report back to the GradCorps Review Committee on a regular basis.

### **Coaching or Mentoring**

One of the goals of GradCorps is to support the recruitment and retention of younger workers and encourage the transfer of knowledge from more experienced to newer employees.

Each GradCorps intern will have the opportunity to be matched with a Yukon government employee who has agreed to act as an informal coach and mentor for the duration of the internship.

Coaches can be a valuable resource to help interns understand the “in's and out's” of working in the public service. This can encompass anything from understanding why things are done the way they are, to advice about careers in government, to understanding the subtleties of corporate culture.

A list of eligible coaches or mentors may include those trained through the Staff Development Branch Executive Coaching program or identified through other relevant programs such as the Yukon Government Leadership Forum.





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## **Learning and Development Opportunities**

In addition to the learning and development plan developed by the department, departments and the PSC may identify other opportunities for GradCorps participants.

As employees of the Yukon government, Gradcorps interns are also eligible to take advantage of individualized career counseling services offered by Staff Development Branch.

## **Orientation**

Each sponsoring department should ensure interns are given an orientation to the department when they begin their placement. In addition, GradCorps interns should have the opportunity to attend a corporate orientation session early in their internship.

