

## Summer job skills checklist

For many students, the benefit of obtaining a summer job is obvious: earning a pay cheque. However, employers are required as part of the SEED program to provide meaningful employment opportunities for students. This checklist may help you in providing a good mentoring opportunity for the summer student(s) you hire.

### 1. Improving academic performance

Research shows that students who secure summer jobs develop the practical work skills and increase their maturity, both of which can help them improve their grades.



Will this job assist the student with;

- time management (tardiness, taking time off)?
- working with others?
- focusing on the task(s) they are expected to complete?
- taking pride in their work and completing it best of their ability?

### 2. Providing networking opportunities



Will this job assist the student with;

- meeting someone who could act as a mentor for their career?
- network with people who could help them with future job prospects?
- connect with many people with diverse backgrounds and interests?

### 3. Provide valuable work experience *directly* related to their career goals



What skills will this job provide that match the student's long-term career goals?

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#### 4. Provide valuable work experiences *indirectly* related to their career goals

These are called “transferrable skills” that are valued by employers no matter what industry it is. By getting experience and strengthening these skill sets, students will be more successful in today’s job market.



Which of the following skills may have improved with this job?

- Reading/literacy
- Document use/following instructions
- Writing
- Math/numeracy
- Oral communication
- Working with others
- Thinking/problem solving
- Computer/technology
- Continuous learning/ability to learn new skills

#### 5. Summer jobs can provide an opportunity to ‘test drive a job’

This gives students a chance to see if a career choice might be the right fit for them before they invest time and money in post-secondary education. Remember that working a job that is not a perfect fit for the summer can still be a success as the student gets paid and gains transferrable skills (see # 4 above).



What are my expectations for the student? What do I hope they learn?

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For more information on summer job programs and information to help you find qualified summer students:

- Department of Post-Secondary Education, Training and Labour (Summer Employment Experience Development – SEED):  
[www.nbseed.ca](http://www.nbseed.ca)