

Summer job interests checklist

Employers want to attract students who are eager to provide excellent customer service and produce quality work. Some student will be self motivated, but if the job provides interesting work that engages the student and encourages them to do their best, everyone wins! This checklist may help you in developing your job summer job posting.

1. Learning opportunities

Research shows that students want to learn career-specific skills that they can put on a resume and support their long term career goals.



Will this job assist the student with;

- applying their skill sets?
- learning new skills?
- receiving or upgrading their training (First Aid, etc)?
- gain experience that can be applied to their future field of study?

2. Workplace flexibility

Youth are seeking life/work balance. How flexible is your workplace?



Will this job allow the student to;

- have flexible work hours (provided they meet the 30 hours/week requirement)?
- try a variety of different job duties?
- negotiate any terms of their employment if they have special needs or personal commitments?

3. Engaging work



What is it about the job that could be seen as fun, educational, personally rewarding, positively challenging and exciting?

4. Building important workplace essential skills

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. Effective marketing of your job posting

Let’s face it, not every aspect of any job is desirable. There are probably some jobs duties in the job vacancy you wish to fill that some people will not want to do. It is important to be transparent about what the job requirements are, but how you communicate and market the job posting can make all the difference in who you might attract. For example, some students may see manual labour as a deal killer, while others are looking for an opportunity to get fit for the summer.

It may help to list attributes you are looking for in a qualified candidate and write your job posting to speak to those interests and/or strengths.



What are the most important attributes I am looking for in a summer student?

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