



United Nations Association in Canada
Association canadienne pour les Nations Unies



Canada Brigade
Green verte du
Corps Canada

Checklist for Securing Placements and Finalizing Partnerships

STAGE 1: Job Identification:

1. Send the designated Green Corps Project Officer (PO)* a job description that includes the following:
 - Placement length, start date, end date, # of hours per week (MUST BE BETWEEN 30 to 37.5 hours/week), screening criteria, job duties, company details, etc.
 - Clearly indicate how the proposed job contributes to the decarbonisation of the economy, or increases your organization's capacity to implement sustainability initiatives.
 - Please keep in mind the following *youth eligibility criteria*:
 - Must be between 18-30 (inclusive) at the start of the placement;
 - Must be a Canadian citizen, Permanent Resident, or someone who has been granted refugee status in Canada;
 - Not in receipt of Employment Insurance (EI) benefits;
 - Must be able to commit to a full-time job placement;
 - Must not have participated in any government-funded youth program within 6 months;
 - Unemployed or underemployed*
 - * If you are located in Quebec, Ontario, or the Maritimes, please contact PO Julie-Pier Nadeau at julie-pier.nadeau@unac.org, and if you are located in the Prairies, western Canada, or the territories, please contact PO Kanchan Muti at kanchan.muti@unac.org

Note: Underemployment exists when employed persons are a) working part-time, or b) working in a field that does not utilize their academic qualification, thus not attaining their full employment level

2. Once the job description has been approved, we will introduce you to the designated Regional Coordinator in your city in order to proceed to candidate selection:

STAGE 2: Candidate Selection

- If you already have an eligible candidate in mind, please let the RC know;
 - If you do not have a candidate in mind, the RC will pre-screen through Green Corps' pool of candidates, and send you their top choice candidates for you to select from
3. Once a candidate has been selected, have them complete the Personal Information Form (PIF).

The PIF confirms a participant's eligibility -- it must be submitted to the RC approximately two weeks *BEFORE* the participant's first work day. The participant *cannot* start their placement until confirmation has been given by the RC that the participant is eligible. Note: *The Contribution Recipient on the PIF is UNA-Canada. Only Part B and "Participant Consent to Release Information" section need to be completed.*

STAGE 3: Employer Agreement

4. After eligibility has been confirmed, please complete the online employer registration form: <https://unpp.wufoo.com/forms/r19xtgc30dsd677/> and have the participant complete the online participant registration form (if they haven't already done so): <https://unpp.wufoo.com/forms/w1vish6y1w0cgf1/>.
5. The last two documents needed to confirm the partnership is the Employer Agreement and Participant Agreement. These will be provided to you by the RC.
 - On page 4 of the Employer Agreement, there is a table that must be filled in with the breakdown of remuneration
 - Mandatory Employment-Related Costs (MERCs): These include CPP, EI, and vacation pay. UNA-Canada covers 50% of MERCs, so please reflect the 50% amount in the MERCs section

STAGE 4: During the placement

6. At the 1st month mark of the placement, the RC will send the participant a 1st Month Report
7. At the mid-point and final point of the placement, the RC will send you mid-point and final reports to complete. These reports must be shared with the participant and mutually agreed upon, before being submitted to the RC.
8. Claim forms provided by the RC must be submitted with supporting documents at the mid-point and end of the placement for reimbursement (wage subsidy)
 - Supporting documents include: paystubs, confirmation that payment was received, and confirmation that MERCs were paid to Service Canada