



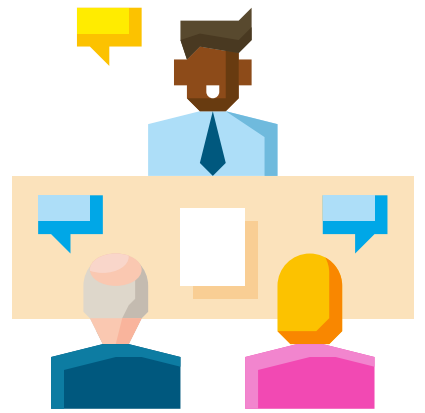
IEC and Career Services present

# JOB EXPECTATIONS

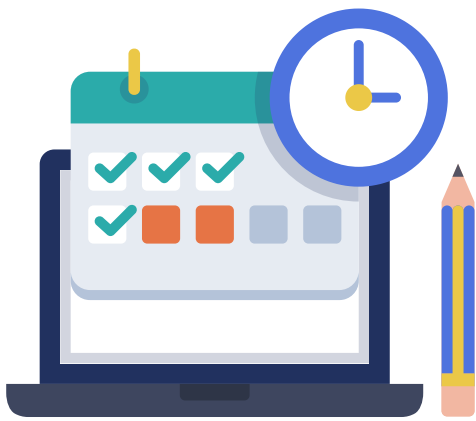
## KNOW WHAT IS NORMAL

### JOB APPLICATION

- You'll need to submit your resume and/or cover letter to apply for a job
- You should expect a phone or in-person interview before officially getting hired



### WORK SCHEDULE



- You should receive your work schedule at least one week in advance (except for casual/call-in work)

### PAYMENT PERIOD

- You should know your payment period and hourly wages in advance
- The hours on your pay stub should match the hours you worked



### PERSONAL INFO



- You should only provide personal information **after** receiving a written job offer/contract: Social Insurance Number (SIN)/date of birth/ mailing address/void cheque



IEC and Career Services present  
**JOB SCAM ALERT**

LOOK OUT FOR RED FLAGS

**JOB APPLICATION**

- No interview or local office location
- No face-to-face interaction with employer
- Paying a deposit to keep the job offer



**SCHEDULE/PAYMENT**



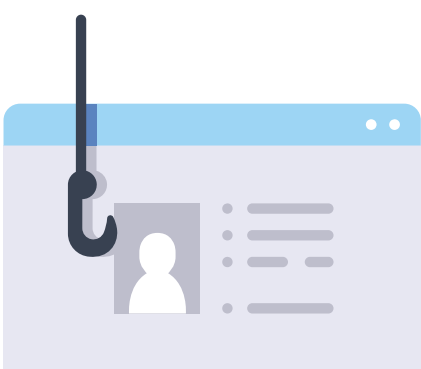
- Arriving at work and having shifts canceled or shortened
- Working overtime at regular pay or hours worked don't match with pay stub
- Being paid in cash or under the table

**MONEY TRANSACTIONS**

- Using your personal bank accounts or credit cards to make transactions
- Buying products in bulk with your money
- Transferring money to employer



**PERSONAL INFO**



- Being asked for personal info that has nothing to do with the job position
- Providing Social Insurance Number (SIN)/date of birth /mailing addresses/void cheque **before** getting hired

# Funding Sources for **Students**

Federal Support		Provincial Support	University Support
<p><b>Canada Emergency Student Benefit (CESB):</b></p> <p>This benefit is designed for those who currently enrolled in post-secondary schools right now, people going to college in September or people who graduated in December 2019.</p> <p>The CESB will provide students with \$1,250 per month from May until August. In addition, if you take care of someone else or have a disability, that amount will increase to \$1,750 per month.</p> <p>The period covered by the CESB starts on May 1 and payments will be delivered through the CRA.</p>	<p><b>Canada Emergency Response Benefit (CERB):</b></p> <p>The CERB supports Canadians by providing urgently needed financial support to employed and self-employed Canadians who have been directly affected by COVID-19.</p> <p>It provides a payment of \$2,000 for a 4 week period (equivalent to \$500 a week) for up to 16 weeks.</p>	<p><b>Worker Emergency Bridge Fund:</b></p> <p>A one-time payment of \$1,000 for Nova Scotians who are laid off or out of work because of COVID-19, who don't qualify for Employment Insurance, and earn between \$5,000 and \$34,000.</p>	<p><b>The President's Student Relief Fund:</b></p> <p>The fund will provide emergency bursaries to help impacted students cover costs associated with housing, food, tuition, technology, mental health services and transportations. The amount a student may receive is based on the student's demonstrated financial need directly related to Covid-19.</p> <p>Full-time student: \$1,000 max Part-time student: \$500 max</p> <p>You must be an MSVU student registered in the Winter 2020 term, and have taken a minimum of 1.0 unit since September 2019.</p>
<p>Notes: Non-citizens, such as international students, cannot claim the emergency benefit.</p>	<p>Notes:</p>	<p>Notes: When you apply, you'll need to provide documentation about your income and your employment.</p>	<p>Notes: Preference will be given to students who have exhausted other emergency funding options and/or do not qualify for CERB.</p>

# Funding Sources for **Businesses**

Federal Support	Provincial Support
<p><b>Canada Emergency Wage Subsidy:</b> Provides a 75% wage subsidy (on the first \$58,700 – up to \$847 a week) for qualifying businesses, for a 12-week period, retroactive to March 15, 2020 – June 6, 2020. Available to all non-publicly funded companies (including not-for-profits, bars and restaurants) that have seen a 30% drop in revenue due to COVID-19.</p>	<p><b>Small Business Impact Grant:</b> Small businesses types ordered to cease or substantially curtail operations by Order of the Chief Medical Officer of Health will receive a grant of 15 percent of their revenue from sales, either from April 2019 or February 2020, up to a maximum of \$5,000. This flexible, one-time, upfront grant can be used for any purpose necessary.</p>
<p><b>Canada Emergency Business Account:</b> This \$25 billion program will provide interest-free loans for up to \$40,000 to small businesses and not-for-profits, to help cover their operating costs during a period where their revenues have been temporarily reduced, due to the economic impacts of the COVID-19 virus.</p>	<p><b>Government Loan Payment Deferral:</b> Government will defer payments until June 30 for all government loans, including those under the Farm Loan Board, Fisheries, and Aquaculture Loan Board, Jobs Fund, Nova Scotia Business Fund, Municipal Finance Corp. And Housing Nova Scotia.</p>
<p><b>Business Credit Availability Program (BCAP):</b> The Business Development Bank of Canada (BDC) and Export Development Canada (EDC) to provide more than \$65 billion of additional support.</p>	<p><b>Small Business Loan Guarantee:</b> Deferring principal and interest payments until June 30, enhancing the program to make it easier for businesses to access credit up to \$500,000 and for those who might not qualify for a loan, government will guarantee the first \$100,000.</p>
<p><b>Deferral of GST/HST and Customs Duty:</b> Businesses, including self-employed individuals, are allowed to defer until June 30, 2020 payments of the GST/HST, as well as customs duty owing on their imports. Any GST/HST payment that becomes owing from March 27 until the end of May can be deferred until the end of June.</p>	<p><b>Employer Assessment Tool:</b> To slow the spread of COVID-19 in Nova Scotia, some businesses and organizations are required to close. Others can stay open if they can meet certain public health requirements. The Employer Assessment Tool can help you understand what you need to do during this state of emergency.</p>

## **Rights for Interview and Workplace Accommodations**

### **It's the law!**

The Canadian Human Rights Act states that service providers (e.g. universities and employers) have the duty to accommodate people with disabilities up to the point of undue hardship (which typically considers health, safety, and cost).

Just as the Mount, with the assistance of Accessibility Services, has the duty to proactively identify and remove barriers to education, employers also have the same duty when developing their hiring processes and in creating their workplaces, to allow for equal access to employment opportunities.

If certain barriers cannot be removed, then we must make reasonable accommodations. So, in terms of determining reasonable accommodations to assist in reducing any barriers being caused by a disability, for both the job search process as well as the actual work environment, we must look at each person as an individual and we must respect not only their right to privacy and confidentiality, but also their dignity.

### **What is considered a disability?**

A disability can include physical, mental (e.g. anxiety, depression, bipolar), sensory (e.g. deaf or hard of hearing, blind) learning (e.g. dyslexia, dysgraphia), developmental (e.g. Autism, Tourette's, Cerebral Palsy), or medical e.g. (Crohn's, cancer) conditions.

### **What are examples of accommodations for the job search/hiring process?**

- Information/advertising regarding the position provided in multiple formats (i.e. accessible), for example, Braille, large print or electronic versions, if you are blind or have low vision
- Provision of ASL interpreters if you are deaf or hard of hearing
- Allowing extra time for any skill assessments (i.e. a test) if you have a learning disability or low vision
- Ensuring that the interview site is physically accessible
- Provision of appropriate furniture for the interview

### **What are examples of accommodations in the actual workplace?**

- Physical changes to the work site; could include furniture, proximity to coworkers, headphones
- Flexible hours
- Flexibility regarding working from home
- Flexible deadlines
- Accessible materials

- Provision of interpreters for deaf and hard of hearing

You are not obligated to disclose a disability unless there is a need for reasonable accommodation. Reasonable accommodation may be needed to participate in the hiring process, or to perform essential job functions. It is the responsibility of you and your employer to work together to determine the most appropriate means to accommodate you.

**Do I have to disclose my disability to a potential employer?** Not necessarily. You only need to disclose that you have a disability, if it will cause barriers or functional limitations to your job, and therefore require accommodations. You only need to disclose the presence of a disability or condition, for which you will need to be accommodated, not your diagnosis.

**Do I need to disclose that I have a disability, even if my disability will not impact my performance on the job?** No. You only have to disclose the presence of a disability if you require accommodations.

**If I have a disability that requires accommodations in the work environment, do I have to disclose this during the interview?** No. You do not have to disclose it during the interview. However, if you require accommodations, you do have to disclose it when the job offer is made to you. It is your choice however, as to when you want to disclose it.

**Do I have to provide documentation?** If you require accommodations, yes, you may have to provide medical documentation recommending accommodations required. The documentation does not have to indicate a diagnosis.

Unfortunately, a stigma remains in some workplaces towards people with disabilities which is why it is important to do your research on the employers in whom you are interested, with regard to their culture and attitudes. So, visit their place of work and see if they have hired someone with a disability. Although this may not be evident, try to find a contact whom you can trust to have a conversation in terms of the culture. Or, you can contact employment centres and ask if they can give you some ideas of employers who are disability friendly and inclusive.

**What is the employer/interviewer not allowed to ask in an interview (illegal questions), in terms of a disability? Some examples include;**

- Do you have any mental or physical disabilities?
- Have you had any recent or past illnesses or operations?
- How is your family's health?
- Do you need an accommodation to perform the job? This question can only be asked after a job offer has been made

### **Funding Sources & Resources**

**TEAM Work Cooperative**

<https://teamworkcooperative.ca/>

- Facilitates inclusive employment and workplace opportunities for people in Nova Scotia
- For example, the **Opportunities Fund** [opportunities@teamworkbridge.org](mailto:opportunities@teamworkbridge.org) is a resource provided by Service Canada to assist persons with disabilities in gaining and maintaining employment.

#### **CNIB**

<https://cnib.ca/en/programs-and-services/work/im-looking-employment-come-work?region=ns>

- *Come to Work* connects job seekers who are blind or partially sighted with employers.

#### **Autism Nova Scotia**

<http://www.autismnovascotia.ca/employment-post-secondary-support>

- Autism NS offers a few programs to assist people in getting employment ranging from a database of job opportunities specific to those on the spectrum to skills training.

#### **WORKink**

[Workink - Canada's Largest Online Career Portal for Persons With Disabilities \(Canadian Council on Rehabilitation and Work\)](#)

- WORKink provides a dedicated space for job postings by equity employers offering inclusive employment.

#### **Government of Canada employment for persons with disabilities**

[https://www.jobbank.gc.ca/report\\_note.do?cid=12203](https://www.jobbank.gc.ca/report_note.do?cid=12203)

- Job Bank has tools and services that can help persons with disabilities connect with employers.