

# Summer Employment Opportunities (SEO) Program

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## General Information

### 1. Where are the summer employment opportunities located?

Summer employment opportunities are available across the province in various ministries and agencies.

Candidates can indicate their preferred work locations on their application form. The SEO program cannot guarantee the availability of relevant work placements in all cities.

### 2. How many summer students are hired each year?

The SEO program hires up to 5,000 qualified students each year.

### 3. How many people apply to the SEO program each year?

The SEO program receives on average 55,000 applications each year.

## Before Applying

### 4. How can I find out when job ads are posted?

All summer employment opportunities will be posted at the same time. To be notified when job ads are posted, you can sign up for a job alert.

1. Go to the [Job Alerts](#) page
2. Enter your name and email address
3. Under the “Job Category” section, select “Student Summer Employment Opportunities”
4. To be alerted of student positions, under the “minimum salary” section, select “<\$40,000”
5. Click submit

### 5. Where can I find the deadlines to apply?

There are different deadline dates for each student job type. When job ads are posted, you may view the deadline date for each student job by looking at the top left-hand corner of the job ad (above the job title), where it says “**APPLY BY:**”

## 6. Where can I find student job ads?

You will be able to find student job ads by:

- Visiting [www.ontario.ca/careers](http://www.ontario.ca/careers)
- Selecting “**Student**” for the “Career Level” search field
- Clicking **Search** to see all student job ads

All SEO program job ads can be found on the ‘Summer Employment Opportunities - Students and New Graduates’ webpage. Scroll to the bottom of the page to locate all available job types available categorized by the type of work. Please note that each job requires a separate application submission. Different student jobs will have different deadline dates.

## 7. When do the positions start?

Student contract start dates range between May and July. If you are invited for an interview, you will be provided with specific information about the position start and end date.

## 8. What are the work schedules?

The hours of work are negotiated between the hiring manager and the employee. Schedules will vary depending on the nature of work; students in office positions typically work during regular business hours whereas other types of work may require students to work irregular shifts, weekends and/or statutory holidays.

## 9. What is the wage rate?

All SEO summer student positions are compensated at an hourly wage rate. Most SEO positions offer wages consistent with the current minimum wage rate in Ontario.

However, some SEO positions will be compensated at a higher wage rate due to the complexity of the position and/or the requirement for additional certification or licensing (e.g., driver’s license, first aid certification, etc.). The wage rate for these positions will be \$0.85 above minimum wage.

Please refer to the [Ontario Minimum Wage webpage](#) for more information about current and projected minimum wage changes.

### **10. Will I be compensated for relocating?**

No. The Summer Employment Opportunities program does not provide reimbursement of relocation costs.

### **11. What type of training will I receive?**

The training you receive will depend on the position. Information will be provided by the hiring manager during the recruitment process.

## **Eligibility**

### **12. Are part-time students eligible to apply?**

To meet the requirements for “student” status within the Summer Employment Opportunities program, you must be enrolled in a certificate, diploma or degree program in an accredited post-secondary institution and have full-time student status (enrolled in equivalent of 60% of the approved full-time day course load (40% for students with permanent disability) or part-time student status (enrolled in equivalent of 20% to 59% of full-time course load).

### **13. I have graduated or will be graduating this summer. Am I eligible to apply?**

Students who have graduated or will be graduating from an accredited educational institution are eligible to apply for and start a position within six months of their graduation date. (E.g. if a student graduated in December, they could apply for and start a Summer Employment Opportunities position until June of the following year).

### **14. Is there an age limit for applying to Summer Student positions?**

You must be 15 years of age or older as of the first day of employment (between May and July). Certain positions require you to be at least 18 years old. There is no maximum age limit for applying to summer student positions. Age parameters will be provided on the job advertisement.

## **15. I turn 15 (or 18) over the summer can I still apply?**

Yes, if you will be turning 15 or 18 over the summer, you can still apply to the summer student positions. You must meet the age requirements by your first day of work. If invited for an interview you can inform the hiring manager of the date you will be eligible to start work. For example, if you turn 15 on June 2, that is the day you would be eligible to begin working.

## **16. Are International Students eligible?**

International students with a valid study or work permit and Social Insurance Number are eligible for SEO positions as long as they meet all program **eligibility requirements**.

## **17. Can I work for more than one summer?**

Yes. You may apply to future Summer Employment Opportunities positions, provided you continue to meet eligibility requirements.

## **18. Can SEO jobs be used toward my school's Co-Op/Internship/Field Placement requirement?**

The SEO program is a paid student employment program offering full-time, temporary (7-18 weeks) work in a variety of career fields within the Ontario Public Service. To find out if these positions meet your school's co-op, internship or field placement requirements, consult with the appropriate faculty member at your educational institution.

## **Application and Cover Letter/Resume**

## **19. May I submit a paper application?**



No, students are required to apply to all positions online at [www.ontario.ca/careers](http://www.ontario.ca/careers). Students should not send resumes directly to a ministry or manager.

Applicants are encouraged to use the facilities provided at local libraries, **Employment Ontario** offices, and community organizations to complete their applications online at [www.ontario.ca/careers](http://www.ontario.ca/careers).

If you are unable to submit an application online or require accommodation to complete your application, please contact us at least one week prior to the job application deadline at [SEO@ontario.ca](mailto:SEO@ontario.ca).

## **20. Is program information available in alternative formats?**

Applicants requiring information in an alternative format should email [SEO@ontario.ca](mailto:SEO@ontario.ca).

## **21. I would like to get a summer job in a specific ministry - Can I apply directly to that ministry/hiring manager?**

No. Students are required to apply to all positions online at [www.ontario.ca/careers](http://www.ontario.ca/careers). Students should not send resumes directly to a ministry or manager.

If you require accommodation to complete your application, please contact us at [SEO@ontario.ca](mailto:SEO@ontario.ca) at least one week prior to the job application deadline.

## **22. How should I address my cover letter?**

When you apply to Summer Employment Opportunities positions, your application may be sent to multiple hiring managers across the Ontario Public Service and Agencies who are recruiting for the type of position that you applied to online. Given that many managers will receive your application, addressing the cover letter "To Whom it May Concern" or "Dear Hiring Manager" is sufficient. For more cover letter and resume tips, please review the [SEO Cover Letter and Resume Writing Guide](#).

## **23. Do I need to provide references on my application?**

No, you are not required to provide references when applying. If you are selected to move forward in the hiring process, you will be asked to provide references as part of the interview process.



## 24. Why is the OPS asking SEO applicants if they self-identify as an Indigenous Person, a Person with a Disability, a Black Person or a Bilingual (French/English) Person in the SEO application form?

The OPS is committed to building a workforce that reflects the communities we serve and to promoting a diverse, anti-racist, inclusive, accessible, merit-based, respectful, and equitable workplace. To support this effort, applicants to the Summer Employment Opportunities (SEO) program are being provided with the opportunity to self-identify as belonging to any of the following groups: Indigenous, Black, Bilingual (French/English), or Person with a disability. The applications of individuals who self-identify as belonging to any of these groups will be included in a dedicated recruitment stream, as well as the recruitment stream that is open to all applicants.

Providing this information is voluntary. For questions regarding the SEO application process and/or the dedicated recruitment stream, please contact [SEO@Ontario.ca](mailto:SEO@Ontario.ca).

## Application Issues

### 27. I am having trouble applying online. What do I do?

If you are experiencing issues in applying to an SEO position, please review the following troubleshooting tips:

- You must upload your cover letter and resume in one file in one of these formats: PDF, WORD, plain or rich-text format (.pdf, .doc, .txt and .rtf). Bullet points, borders and electronic signatures are acceptable on a resume as long as the file is **less than 1 MB** in size and up to five pages in length. We recommend using **Microsoft Edge** when browsing or applying to job postings.
- Ensure you enter your email address on the application form and that there are no cursor spaces after your email address when submitting the form.
- If you receive an error message in **red** at the top of your screen when you attempt to submit, please correct the errors and resubmit your application.
- If you are using a **Mac**, use the “**Command**” key to select multiple responses on the application form.



- Note that some questions on the application form require you to select a **minimum** and **maximum** number of responses in order to submit your application.
- You will receive a pop-up notification when you have five minutes left to submit an application. At this time, you can **extend your session** for an additional 30 minutes (your information will be saved if you choose to continue with the session).
- If you receive a notification that the application form has **expired** before you get a chance to submit, you will need to reload the page and fill out a new application.

You will be immediately redirected to a “Thank you for applying” confirmation splash page verifying receipt of your application when your application has been successfully received. If you are not redirected to the splash page, it is unlikely that your application was received and it is recommended that you resubmit your application.

If the above does not help, please contact us at [SEO@ontario.ca](mailto:SEO@ontario.ca) **prior to the deadline** of the job posting. We are unable to assist with submitting your application after the posting has closed and are unable to accept late applications.

## **29. I didn't receive a confirmation email. How do I know if my application was received?**

If you did not receive a confirmation email, check your junk or spam mail folders. Alternatively, this may be due to not having included an email address on your application form or an issue with the email address you provided.

If you are concerned that your application was not successfully submitted, we recommend you submit a second application (only the most recent application received before the deadline will be reviewed). If that still does not result in a confirmation, please contact us at [SEO@ontario.ca](mailto:SEO@ontario.ca) **during** the posting period. We cannot provide assistance with submitting your application after the job ad deadline date and are unable to accept late applications.

## **30. How can I update or fix a mistake on my application after I submit it?**

If you would like to update or fix a mistake that was made on your application, please resubmit the revised application online before the deadline of the job posting. Only the most recent application you successfully submit before the deadline will be reviewed.

We are unable to make updates to applications following the closing of the job



advertisement. However, changes to your contact information will be accepted. To make an update to your contact information following the job application deadline, contact us at [SEO@ontario.ca](mailto:SEO@ontario.ca).

## Accommodation

### **31. I have a disability. Will my disability be accommodated?**

The Ontario Public Service is an equal opportunity employer. The Summer Employment Opportunities (SEO) program will accommodate persons with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.

Accommodation for applicants with disabilities will be provided at each stage of the recruitment process and throughout the summer employment period. If you have a disability and require accommodation to complete the online SEO application form, please contact us at [SEO@ontario.ca](mailto:SEO@ontario.ca). In addition, if you are invited to participate further in the selection process, you will be asked by the hiring manager whether you require accommodation. Please notify the hiring manager of your requirements at the time of your invitation.

### **32. I have a disability. Do I have to tell someone?**

You are not required to disclose a disability during the recruitment process or your employment contract. If you wish to disclose, you may advise the hiring manager. Specific details of your disability are not required.

If you require a disability related accommodation to apply, or to complete the application form, please contact us at [SEO@ontario.ca](mailto:SEO@ontario.ca) at least one week prior to the deadline date of the job posting you wish to apply to.

If you require specific accommodations to participate in the interview process or to complete your work duties, you will need to speak with the hiring manager and disclose relevant information to assist with the accommodation.

The Ontario Public Service is dedicated to promoting an inclusive workplace and a positive work environment. Accommodation will be provided in accordance with Ontario's Human Rights Code.

## Park Ranger Information

### 33. I want to apply to be a park ranger. What do I need to know?

In a provincial park environment, there are many types of Park Ranger positions: Gate Attendant, Interior Ranger, Administrative Assistant, GIS Data Technician, Trail Maintenance, Discovery Ranger and Maintenance Worker. Check out the [sample Park Ranger job ad](#) for more information.

To find and apply to Park Ranger positions:

- Go to [www.ontario.ca/careers](http://www.ontario.ca/careers)
- Select '**Student**' under 'Career Level' field
- Select "**Parks**" under the "Job Category Field"
- Click **Search** and select the Park Ranger job ad

Provincial Parks are located across the province; check out the [Ontario Parks Locator website](#) to learn the exact location of our Provincial Parks.

Some parks offer **limited** staff accommodations for student Park Rangers, with minimal cost to the student. Check out the [list of Provincial Parks with Staff Housing](#) for Park Ranger positions. You should advise the hiring manager of your interest in staff housing if you are invited for an interview at one of these locations. For any other provincial park locations which do not have staff housing, you will need to take care of your own housing arrangements.

You will need to indicate the Provincial Parks you are willing to work for on your application form. **Ensure that you are able to travel/commute to the parks you select, if staff housing is not available.**

## I've Applied, What's Next?

### 34. When will I be contacted for an interview?



When you apply to Summer Employment Opportunities positions, your application may be sent to various hiring managers across the Ontario Public Service and Agencies who are recruiting for the position type you applied to online. Interviews are scheduled at different times throughout the hiring cycle; calls for interviews will begin approximately 4 - 12 weeks following the closing of the job ad and generally no later than June. Due to the high volume of applications, only applicants selected for an interview will be contacted by phone and/or email.

Please ensure you ask all relevant questions when contacted by the manager/area such as:

- Ministry and department they are calling from
- Position you are being considered for
- Interview location address
- Interview date and time
- Contact information

You are free to accept multiple interview invitations, but please be transparent and notify managers if you are interviewing for multiple job positions.

### **35. How do I check the status of my application?**

Students who have been selected for an interview can expect to be contacted 4-12 weeks following the closing of the job advertisement and generally no later than June. Since many managers may receive your application and will be hiring for Summer Employment Opportunities positions at different times throughout the program cycle, we are unable to provide specific information on the status of your application. If you have concerns that your application was not received, please contact [SEO@ontario.ca](mailto:SEO@ontario.ca) during the posting period. Due to the high volume of applications received, only applicants selected for an interview will be contacted.

### **36. Do I have to attend interviews in person?**

If you are unable to attend an interview in person, alternate arrangements such as a telephone or web-based interview can be made. Requests should be made to the manager/area when contacted for an interview or at least 24 hours in advance of the scheduled interview.

### **37. I have been contacted for an interview; what do I do?**

You are advised to follow basic etiquette which would apply to attending any job interview.

- Make sure to collect all relevant information you need to know to attend the interview: location address, date/time, which position/ministry etc.
- Prepare for the interview: conduct research on the ministry/branch/program. See the **Tools and Resources** section for useful links. You can review the job ad online by entering the appropriate Job ID in the “Job ID” search field at **www.ontario.ca/careers**. If you do not remember the Job ID, you can ask the manager/area for a copy of the ad when contacted.
- Make sure to arrive on time. Work attire varies per location, but business-attire is usually considered appropriate for an office job interview.
- Interviews in the Ontario Public Service are conducted in a formal panel setting. Student positions mirror this experience and may have more than one interviewer.
- Make sure to highlight your individual skills and experience including school, volunteer and work. Think about why you are the best person for the job.
- Ask questions!

If you are unable to attend the interview or need to reschedule, please make sure to contact the hiring manager at least 24 hours in advance.

It is your decision about which job offer(s) to accept or decline. Please notify managers of your decision in a timely manner.

### **38. Can I request feedback on my application?**

SEO job postings represent a number of positions across various ministries and hiring managers. As the requirements of each position may vary and due to the high volume of applications received, we are unable to provide specific feedback on your application. You are encouraged to review the **SEO Cover Letter and Resume Writing Guide** for tips on improving your cover letter and resume. For more detailed information, you may wish to review the **OPS Cover Letter and Resume Guide**.

### **39. Can I get feedback after my interview?**

You are encouraged to request feedback on any interviews you attend. You can request feedback directly with the hiring manager when you are notified about the outcome of the interview.

## Additional Questions

### **40. I missed the deadline to apply. Can I submit a late application?**

Unfortunately, we are unable to accept late applications. Please ensure you submit your application online prior to the deadline. If you are experiencing issues submitting your application please review the tips in the **Application Issues** section or contact us at [SEO@ontario.ca](mailto:SEO@ontario.ca) during the posting period. We are unable to assist with application issues after the job ad has closed.

### **41. Can I have time off this summer for a vacation, summer school, etc.?**

All SEO positions require that students be available for 7-18 weeks of employment between May and Labour Day. If you are invited for an interview, please inform the hiring manager of your availability at the time of interview. Requests for time off are considered where possible; approval of time off requests is at the discretion of the hiring manager.

### **42. Do I have to make my own housing arrangements?**

Yes. Successful applicants are responsible for their own housing arrangements. Some parks have limited staff accommodations that are available to student Park Rangers. Check out the [list of Provincial Parks with Staff Housing](#) for Park Ranger positions. For any other provincial park locations, you will need to take care of your own housing arrangements.

**Ensure that you are able to travel/commute to the locations you select on your application form.**

### **43. Who can I contact if I have additional questions?**

Please contact [SEO@ontario.ca](mailto:SEO@ontario.ca) for any additional questions. Our office is open Monday to Friday from 8:30 am to 5:00 pm. We will reply to any inquiries within two business days.

**Ontario** 



[www.ontario.ca/SummerStudents](http://www.ontario.ca/SummerStudents)