

Checklist for YCW Employers

Before your YCW projects begin

Are you familiar with the objectives of YCW and, more specifically, with the objectives of the program in which you are participating?

Do you know what your obligations are as a YCW employer?

Have you and your candidate(s) completed a Candidate Eligibility Form found in your YCW online account and submitted it to your delivery organization for approval?

Have you received your delivery organization's approval to hire your intended candidate?

Have you read and are you prepared to adhere to the Contractual Terms and Conditions of the YCW program in which you are participating?

Is your candidate aware of the policies for travel?

Have you signed your YCW contract with your delivery organization?

Have you signed a work contract with each YCW participant?

Have you kept a copy of the signed contract?

During your YCW project

Have you and your candidate(s) completed a Staffing Report found in your YCW online account?

Do your YCW projects correspond to their description in the contract?

Are your candidates paid according to the salary agreed upon in the contract, and in a timely fashion?

Have you advised your delivery organization of any problems you are having?

At the end of your YCW projects

Have you and your candidate(s) completed an End of Work Term Report found in your YCW online account?

Have you and your candidate(s) completed your online YCW Evaluation Questionnaire found in your YCW online account?

Have you submitted all End of Work Term Reports to your delivery organization?

Have you shared your Success Story with your delivery organization? (optional)