

Get WIL powered

What is WIL?

- › work-integrated learning (WIL) brings post-secondary students into the workplace
 - students benefit by gaining quality work experience and a chance to apply what they've learned in a practical setting
 - workplaces benefit by bringing in skilled talent eager to help you meet your business objectives
 - use WIL to build your talent pipeline
- › WIL is an academic requirement that students must complete in order to graduate
- › nine types of WIL provide flexibility and options for different workplaces and programs



Explore WIL funding options

- › Federal and Provincial governments are actively supporting WIL by offering funding to small and medium-sized businesses
- › funders will work with you to optimize your submission
 - visit our website to learn about current funding programs
 - research funders to find a match
 - visit funder websites to submit your application for funding
 - recruit the WIL student with the best fit
- › with COVID-19, funding programs are offering more flexibility and quick processing of applications

Find a WIL student

- › consider how you want the WIL student to help
 - what is the goal you hope to achieve?
 - what is the type of work and work environment?
 - what is the timing/duration?
- › learn more about our 25 post-secondary institutions and their programs through our website
- › post your opportunity through our portal for automatic distribution to the institutions you select

Grow future talent through WIL

- › mentor WIL student entrepreneurs
- › apprentice trades workers
- › develop professionals through practicums and internships
- › partner on a research project with a post-secondary institution and WIL students
- › partner with WIL students to tackle community-based and social innovation projects



Invigorate your business with WIL

- › WIL students can help you:
 - pivot to online platforms
 - research new business opportunities
 - design, test and launch new products
 - analyse data and field research
 - create and implement marketing and communications plans
 - develop recommendations and business plans
 - monitor and survey ecological and wildlife environments

Get started here:

Recruiting WIL students remotely

Attend virtual career fairs and events

- › continue efforts to build a presence on campus
- › send a team to virtual events
 - network and direct students to your virtual booth
 - be ready to engage when students stop by your virtual booth
- › promote your active opportunities and have people available to speak directly about those opportunities
- › create a strong first impression with useful information, and eye-catching visuals/video
- › join virtual panels, host your own workshop and be sure to spend time networking with participants before and after your presentation



Onboard remotely

- › build a schedule with onboarding activities to familiarize new workers with the organization, co-workers and the culture
- › plan to spend more time together early on to build rapport
- › commit to weekly (or more frequent) one-on-one meetings to check-in on work projects and for reflection on how things are going
- › cover the basics before their first day
 - arrange for training
 - provide technology tools, equipment and supplies
 - send a welcome package
 - provide contacts for HR, IT and any others they'll need to get up and running
- › share opportunities for professional development



Expand your options

- › if the work can be done remotely, consider recruiting outside your immediate area to bring in diverse candidates
- › staff at post-secondary institutions are ready to help you recruit and onboard remotely
- › use apps such as Spark Hire, HireVue or VidCruiter to manage the virtual interview process

Optimize interviews

- › substitute in-person interviews with live video
- › video conferencing allows you to bring together managers or team members to meet the candidate
- › video conferencing also helps conduct group interviews with multiple candidates
- › communicate frequently with candidates while recruiting
- › stand out by personalizing touchpoints with key candidates

Get started here:

Managing WIL students who work remotely

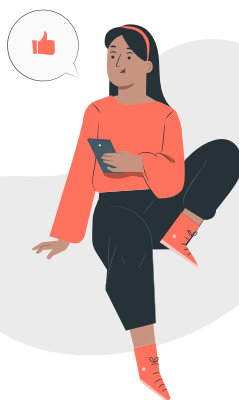
Establish a positive work culture

- › establish core work hours for your team and allow for flexibility so they can:
 - balance work and home responsibilities
 - optimize effectiveness by performing important work when they can best focus
 - tune-in to a meeting while away from their desk, for example when going for a walk
- › provide encouragement and clear direction
- › celebrate successes
- › hold your team accountable for achieving the results you've agreed on
- › resist the urge to micro-manage or surveil your remote team



Schedule regular check-ins

- › daily team huddles (30 minutes) where each person takes a few minutes to share
 - what they're working on now, what's next, and what they're not working on that others might expect them to be
 - how it's going and whether they need help
 - time for casual conversation and building personal connections
- › one-on-one meetings (30-60 minutes)
 - daily when onboarding
 - weekly or more frequently once your WIL student is up and running



Build community

- › offer open Q&A sessions with leadership
- › arrange coffee match-up meetings so your WIL student can get to know others in the workplace
- › create mastermind groups - peer-to-peer mentoring with goal setting and accountability
- › socialize during a 'game night'
- › offer a social space online for team members to share personal stories, photos and updates
- › use team-building and self-discovery tools such as behavioural and strengths assessments

Collaborate in bursts

- › pre-set fixed meeting times for team projects
- › prepare for team collaborations by setting an agenda and sharing it in advance
- › keep online meetings short (under 60 minutes)
- › use real-time collaboration apps
- › don't forget about low-tech tools
 - for brainstorming, try 'note and vote', where team members work individually to write ten ideas within five minutes. Everyone has an opportunity to share their top five ideas with the entire team. Then, everyone has two votes to assign to the ideas they believe are the strongest.

Provide supports

- › technology, tools, equipment and/or a stipend to purchase what they need
- › easy access to IT, HR and mental health supports
- › deliver a 'care package'
 - notebooks, pens and fun stuff like company swag or 'lunch on me' gift cards
- › health and safety of remote workers and workspaces are your responsibility

Bringing WIL students into the workplace

ACE
-
WIL

COVID-19
toolkit

Develop a safety plan

- › WorkSafeBC requires that all workplaces develop a safety plan. Check out their guides and templates.
- › start by examining the risk of exposure for your team and determine what you need to do to keep everyone safe
- › you must have a written safety plan
 - post it in the workplace and online
 - share with your WIL student before they arrive
- › maintain and update your plan, with feedback from your team, and based on the latest health protocols



Limit potential exposures

- › consider staggering your team's work hours
 - organize some to start earlier in the day, and others to start later, so that everyone is together only during core work hours
 - alternate days or weeks, so only half are on site at any given time
- › allow field workers to mobilize from home
- › arrange for certain team members to continue to work remotely even after a general return to work
- › limit work travel

Establish safety protocols

- › explain what team members should do if they become ill
 - who to report to
 - if at work, how they'll get home
- › provide facilities and supplies for safe hygiene
 - masks, hand washing, hand sanitizer, disinfectant wipes
- › clean all shared spaces and surfaces rigorously
- › provide a mechanism to raise safety concerns
- › be compassionate and support mental health with resources

Communicate and train

- › a changed work environment will necessitate frequent, clear communication
 - regular reminders of the new safety protocols to reinforce behaviours
 - use signage to support written communications
- › training may be required, including for those who will need to ensure compliance
- › send your WIL student a 'back-to-the-office' care package, with masks, sanitizer, digital thermometer, along with something fun



Provide for safe physical distancing

- › allow adequate space between workstations and add barriers as needed
- › minimize sharing of workstations, vehicles and other equipment
 - if sharing is required, ensure there's a strict cleaning regime
- › restrict seating/spacing in shared spaces
 - meeting rooms, breakrooms
 - industrial worksites
- › protect clients and vendors
 - limit visits
 - use protective barriers
 - provide masks and sanitizer

Tips for WIL students: working remotely

Be clear about expectations

- › with your manager/supervisor, establish:
 - your core work hours and any flexibility
 - the frequency and schedule for check-ins and other meetings
 - if needed, how to advise of short interruptions to your availability or responsiveness, for example when you're taking a lunch break
- › with your family or roommate(s), agree on how you will:
 - respect each other's privacy, workspace, noise tolerance and hours of work
 - handle interruptions
 - share household and family responsibilities



Keep to a schedule

- › have a clear beginning and ending to your workday
- › establish a routine that balances your commitments
 - core work hours
 - meeting schedule
 - non-work responsibilities
- › adapt your schedule if you need to, and be sure to let your manager/supervisor and your team know of any changes



Be intentional about connecting

- › keep a running list of questions you can ask at your regular one-on-one meeting with your manager/supervisor
- › arrange one-on-one video meetings with team members when collaborating on tasks and ask them to share any tips
- › take advantage of opportunities to connect with colleagues socially
- › continue to build your professional community beyond the workplace

Prepare your workspace

- › set up a workspace that supports your productivity
- › create an ergonomically safe and comfortable workspace for your desk, computer, seating, and other equipment
- › pay attention to lighting, sound, and the right room temperature
- › limit distractions
- › stay organized
- › work outside for a change of scenery

Take care of yourself

- › prepare yourself for your workday
 - clear your mind of clutter
 - reflect on your intention for the day
 - show up in appropriate attire
- › take small breaks throughout the day to move around
- › use mindfulness to calm the mind and reduce stress
- › understand your rights and responsibilities and advocate for yourself if necessary

Tips for WIL students: getting work done

Prioritize your work tasks

- › determine the 2-3 most important tasks for the day and focus on these first
- › prioritize based on importance and urgency
 - first focus on important and urgent work
 - then move on to important, non-urgent work
 - avoid tasks that aren't important (even if they seem urgent), or deal with them at the end of the day
- › prioritize the most valuable work
- › estimate level of effort and start with those that will take the longest
- › be flexible, realistic, and know when to stop work on a task that's no longer a priority
- › take stock at the end of the day and plan for tomorrow



Tell people what you're working on

- › stay connected, whether that's through daily 'huddles' or online collaboration tools
- › let people know what you're working on to avoid wasted or duplicated efforts.
- › be alert to changing priorities and deadlines that may have shifted

Block time for focussed work

- › important work often needs deeper thinking and more focussed concentration
- › book a block of time (90 minutes is recommended) in your schedule, as if you're attending a meeting. This will signal that it's time to dive into the work and you aren't available to respond to emails or other interruptions
- › try the Pomodoro Technique
 - focus your work in 25-minute bursts using a timer
 - take a 5-minute break
 - repeat up to four times before taking a longer break
 - use an app to help, such as Focus To-do (Android) or Focus Keeper (Apple)

Optimize work to match your energy levels

- › spend a week tracking your energy throughout the day and note when you're best able to concentrate
- › block your time accordingly, so that you're working on the important tasks that require deep-thinking while at your peak
- › leave simple, repetitive tasks for other times of the day



Use productivity tools

- › if available, use your workplace tools for managing projects
 - ask about creating a private space within those tools for your own tasks and tracking
- › use free apps/tools to help you to succeed
 - project management/planning tools, such as Basecamp, Teamwork or Plan
 - kanban-style tools for tracking and visualizing projects and workflows, such as Trello
 - idea tracking and note taking apps, such as Evernote and OneNote