

# Working in Mississauga



# Fall Hiring Process Presentation

WELCOME

Thanks for coming!

**Presenter**

Carole Verschueren

*Supervisor, Aquatics Meadowvale*

# Perks of working for the City

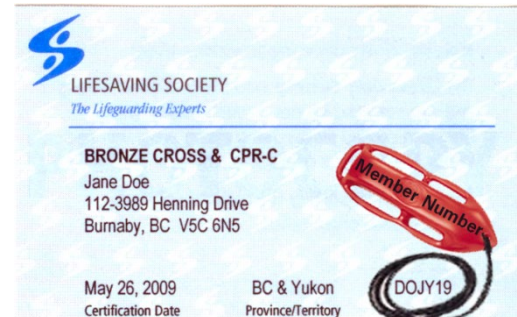
- 50% off City of Mississauga Fitness membership
- **Discounts on Certification Recerts**
- Excellent work experience
- Many Lifeguards go on to be:
  - Teachers
  - Paramedics
  - Firefighters
  - Recreation Supervisors etc.
- Build life long friendships

# Qualifications

- Lifesaving Society – National Lifeguard
- Lifesaving Society – Swim Instructors/Lifesaving Instructors  
& Emergency First Aid Instructors
- Standard First Aid/CPR C with AED
- High Five – Principles of Healthy Childhood Development

# Checking Qualifications

- All qualifications must be current before September 20, 2019
- Don't know what you have or when you expire?
- Check out [www.lifesavingsociety.com/find-a-member](http://www.lifesavingsociety.com/find-a-member)  
You will need your LSS # which is found on a certification card.
- Register early to avoid expiring!



# Recertifying Qualifications

National Lifeguard - Every 2 years, register for a NL recertification course

Standard First Aid/CPR C - After 2 years, SFA/CPR C Recert, then after another 2 years, register for a full course.

If you have not taken a course or recert in over 3 years, you will need to attend a full course again.

Swim/Lifesaving Instructors & EFA Instructors - Login to the Lifesaving Society website <https://www.lifesavingsociety.com/Login.aspx> and recertify online.

# Volunteer Process

Volunteers are always welcome and very appreciated by all Instructors and Customers.

[www.mississauga.ca/volunteer](http://www.mississauga.ca/volunteer)

Find an opportunity suited to you and create a volunteer profile.  
The Volunteer Coordinator will contact you for an interview.

- You can apply for a Volunteer position at any time
- You must be 14 years of age
- Need to have a minimum of Bronze Medallion Certification
- There are required trainings and orientation sessions for volunteers

# Applications

[mississauga.ca/jobs](https://mississauga.ca/jobs)

On line job posting for Fall 2019 hiring:

**June 1 – July 15 2019!**

- Complete the application form including the questionnaire
- Include a resume with references
- You can still apply if you will be qualified by Sept. 20  
I.E. – you are registered for summer courses



# Success Factors

- SuccessFactors is an integrated software that includes recruitment & onboarding, performance & goals and learning
- All of our jobs are posted on [www.jobs.mississauga.ca](http://www.jobs.mississauga.ca)
- To apply to the position, select Apply using Linkedin or Apply
  - **Note: Ensure you allow pop-ups in your internet Browser**
- You apply for the job by creating a profile, attaching your resume and filling out the screening questionnaire.
- You will be notified via email if you are selected for an interview.
- After the interview and reference process is completed successfully, you will be offered a position with the City.

# The Process, Part I

## Communication to the Applicants

- We communicate with applicants **through email** and send time sensitive emails to selected applicant to schedule interview and/or testing
- Once you submit your application, you will not be able to edit your contact information in that application. If you do not hear back from applicants, we assume they are no longer interested in the position
- If you need to update your email address AFTER submitting your application, update your email address on your candidate profile and email [hrassistant.sharedservices@mississauga.ca](mailto:hrassistant.sharedservices@mississauga.ca)

## The Process, Part II

- If selected, you will receive an offer letter through Docu Sign to sign electronically. Once your offer is signed, you will be set up with onboarding in SuccessFactors
- You will receive a link to complete and submit documents if required to the Onboarding New Employee Wizard within the next 3 Business days
- Any delay in submitting the Employee Wizard may affect your pay and access to other City applications

## The Process, Part III

We recommend setting aside approximately 30 minutes to complete your onboarding activities online. **You will need to use a computer to complete onboarding** as our mobile version is not available at this time.

You will need your Social Insurance Number (SIN) and banking account information. You will be required to upload copies of the following documents (.jpg or .pdf format):

- Proof of Age such as driver's licence, birth certificate, etc.
- Completed Criminal Record Search or receipt
- Refer to your offer letter for any additional documents required

# Interview Process

Interviews will be conducted between July and early August

If you know you will not be in the City between those date (ie: summer job), then please let the supervisor know and alternative arrangements **may** be made.

Supervisors interview those that put their pool down as first choice

You will be required to accept or decline your interview invitation online through your Candidate Profile.

You will be asked to complete a pre assignment and bring along with you to the interview.

Interviews will take approx. 30 min. and will include situational and knowledge based questions

# Selection Process

Selection is based on:

- Pre assignment and interview
- Previous aquatic experience – volunteers included
- Availability
- Qualifications

Returning staff are placed first, then vacancies are filled with new hires

# You're Hired!

- Formal Job Offer letters will be sent through email and will require an electronic signature
- Submit onboarding online prior to your start date. This includes entering your bank details, completing tax forms, uploading a copy of your Vulnerable Criminal Record Search
- Days and hours will be confirmed prior the session beginning
- Sign a contract
- Complete all Human Resources online mandatory trainings.
- Complete Emergency Procedures Training (each session)
- Rate of pay when first hired: \$17.30 / hr
- Evaluations will be conducted on a yearly basis and wage increase upon Meeting Expectations
- You don't need to apply again for the following years (only summer)

# Program Dates 2019 / 2020

**Fall Session:** September 21 to December 20 – no programs  
Oct. 12 / 13 / 14 for Thanksgiving

**Winter Session:** January 6 to March 15, no programs Feb. 17

**March Break:** March 16 – 20

**Spring Session:** March 28 to June 26, no programs Apr. 10, 11  
and 12 (Easter) and May 18



# Supervisors Expectations

Only applicants/employees will be communicated with by the Supervisor!

Arriving on time for your shift: You must be ready and in uniform and on deck at the start of your shift. We recommend being at the pool 15 minutes prior to the start of your shift to ensure you are ready.

Subbing from your shift: Subbing from a shift is permitted for extenuating circumstances. If the need does arise, then you may be considered to take time off. You are required to notify your supervisor immediately for approval prior to finding a substitute. It is your responsibility to ensure your shift is covered.

# Supervisors Expectations continued...

Scheduled working hours are dependent upon sufficient participation/registration and are subject to cancellation

Hours/programs/days/times are not guaranteed from session to session

Uniform employees are given a Lifeguard tank top and must supply their own royal or navy blue or black bathing suit

# Hiring Process – Summer

On line job posting for all Summer 2020 Positions:

**Deadline for application is January 15<sup>th</sup>, 2019**

Applications for current or returning aquatic employees,  
camp staff including Aquatic Camps.

Placements are normally start the beginning of March and  
hiring continues up to the beginning of summer.

# Contact Numbers

**Clarkson**– Daniel Geiger 905-615-4840 ex.2143 [daniel.geiger@mississauga.ca](mailto:daniel.geiger@mississauga.ca)

**Erin Meadows**– Judith Schultz 905-615-4750 ex.2069 [judith.schultz@mississauga.ca](mailto:judith.schultz@mississauga.ca)

**Frank McKechnie /Glenforest** – Ryan Marlow 905-615-4660 ex.2231 [ryan.marlow@mississauga.ca](mailto:ryan.marlow@mississauga.ca)

**Huron Park/Cawthra** –Heather Evanoff 905-615-4820 ex.2438 [heather.evanoff@mississauga.ca](mailto:heather.evanoff@mississauga.ca)

**Malton** – Linda Northcott 905-615-4640 ex.2980 [linda.northcott@mississauga.ca](mailto:linda.northcott@mississauga.ca)

**Meadowvale** – Carole Verschueren 905-615-4710 ex. 2558 [carole.verschueren@mississauga.ca](mailto:carole.verschueren@mississauga.ca)

**River Grove** – Sue Maurice 905-615-4780 ex.2302 [sue.maurice@mississauga.ca](mailto:sue.maurice@mississauga.ca)

**South Common** – Joey Rusnak 905-615-4770 ex.2272 [joey.rusnak@mississauga.ca](mailto:joey.rusnak@mississauga.ca)

**Terry Fox** – Heather Rusniak 905-615-4670 ex.2471 [heather.rusniak@mississauga.ca](mailto:heather.rusniak@mississauga.ca)

THANK YOU FOR ATTENDING!  
ANY QUESTIONS?