



STEP job title: \_\_\_\_\_ STEP #: \_\_\_\_\_

Department/organization name: \_\_\_\_\_

Name of STEP student: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

**SECTION 1 – CONFIDENTIALITY**

The Department of Education is collecting this personal information, for statistical purposes and evaluation of the Student Training and Employment Program (STEP). The collection, use and disclosure of the student’s personal information is done under the authority of Yukon’s *Access to Information and Protection of Privacy (ATIPP) Act* and is managed in accordance with the *ATIPP Act*. If you have any questions about the collection of this information, please contact the employment programs officer at 867-667-5927 or the Department of Education’s ATIPP coordinator at 867-667-8326.

**SECTION 2 – PROGRAM QUESTIONS**

1. Where did you learn about STEP? \_\_\_\_\_

2. To your knowledge, how many years has this STEP position been offered?

1-3 years     3-10 years     +10 years

3. For this current year, please rate the difficulty you had in filling this position:

Not difficult at all     1                       2                       3                       4                       5                      Very difficult

**If high**, explain: \_\_\_\_\_

4. For STEP positions next year, employer applications will be due the first week in November, and approved STEP positions will be posted on the Department of Education website in mid December. The deadline for student applications will be the first Friday in February. Interviews will be scheduled in March. Does this schedule cause any problems for you?

Yes     No

**If yes**, explain: \_\_\_\_\_

5. On a scale of 1-5 (1 being not satisfied and 5 being very satisfied), please rate your satisfaction with the following:

5.1 Information provided on STEP website

1                       2                       3                       4                       5

Additional comments: \_\_\_\_\_

5.2 Applying for STEP funding

1                       2                       3                       4                       5

Additional comments: \_\_\_\_\_

5.3 Paperwork (Ex. application, claim forms, etc)

1                       2                       3                       4                       5

Additional comments: \_\_\_\_\_

5.4 STEP subsidy (\$7.20 per hour)

1                       2                       3                       4                       5

Additional comments: \_\_\_\_\_

5.5 Student's work term (12-16 weeks, starting May 1st or later and ending by September 1st)

1                       2                       3                       4                       5

Additional comments: \_\_\_\_\_

5.6 Overall STEP program

1                       2                       3                       4                       5

Additional comments: \_\_\_\_\_

6. Has this student worked for your department/company before?  Yes  No

**If yes**, when? \_\_\_\_\_

7. Is the STEP student employed a member of the immediate family of any other employees, officer or director?

Yes  No

8. How many hours does your student typically work per week? \_\_\_\_\_

9. Under STEP regulations, students are guaranteed a minimum wage that corresponds to the number of completed years in post-secondary studies. What is your student's current hourly wage?

\$16.49 / Completed first year of post-secondary

\$17.64 / Completed second year

\$18.91 / Completed third year

\$20.19 / Completed fourth year and higher

**If different** than the above scale, what wage is your student receiving? \_\_\_\_\_

10. Please rate the student's pay scale in terms of fairness and adequacy:

Poor     1                       2                       3                       4                       5                      Great

Additional comments: \_\_\_\_\_

11. Do you anticipate your department/company offering this position in future summers?

Yes  No

**If no**, why not? \_\_\_\_\_

12. Would this position have been offered without the STEP subsidy?

Yes  No

Additional comments: \_\_\_\_\_

13. Could you have hired more students if additional STEP funds were made available to you? (Considering sufficient supervision, space and workload)

Yes  No

14. Are you aware of final STEP payment claim procedures?

Yes  No

