



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 – Personal information

2.1 Gender: _____

2.2 What is your age? 15-19 20-29 30 +

2.3 Do you consider yourself as having a disability? Yes No

If yes, please check all that apply:

Coordination

Mobility

Hearing

Speech/language

Vision

Learning

Other _____

2.4 Do you consider yourself to be of Aboriginal ancestry? Yes No

If yes, are you a citizen of a self-governing First Nation? Yes No

Section 3 – Educational information

3.1 How many years of FULL TIME post-secondary education have you **completed**? 1 2 3 4 +

3.2 What post-secondary institution did you last attend? _____

3.3 What program were you enrolled in? _____

3.4 What city did you live in while attending post-secondary? _____

3.5 Did you graduate this academic year? Yes No

If no, will you graduate within the next academic year? Yes No

Section 4 – Application process

4.1 Where did you find information regarding the position you currently hold? (Please check all that apply)

STEP website Outreach centre Friend Parent STEP email Previous employment

Yukon College Other _____

4.2 Please rate the difficulty of the STEP application process: (ex: paperwork)

Easy 1 2 3 4 5 Hard

4.3 Please rate how well informed you feel about STEP overall?

Poor 1 2 3 4 5 Very well

Section 5 – Interview process

5.1 This year STEP interviews were scheduled for March. How did this timing work for you?

Too early Too late Good It doesn't matter

5.2 How many STEP interviews did you have? _____

5.3 How long was each interview?

	30 mins	30-1hr	+1hr	Company/branch (optional)
1st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2nd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional comments:

5.3 Were employers flexible when scheduling your interview(s)? Yes No

5.4 How did you find the employer's expectations of your skills and knowledge in the interviews?

Too low 1 2 3 4 5 Too high

5.5 How would you rate your overall interview experience?

Poor 1 2 3 4 5 Excellent

Comments about interviews:

5.6 A third year or higher student who applies for a STEP job in his/her direct field of study must receive an interview, unless there are too many eligible third and fourth year applicants for all to be interviewed. Do you think this is fair?

Yes No

5.7 Were you notified by employers that you were unsuccessful in a STEP position that you were interviewed for?

Yes No Not applicable

Section 6 – Employment information

6.1 What is your current hourly wage?

\$20.19 / Completed first year of post-secondary

\$21.64 / Completed second year

\$23.15 / Completed third year

\$24.77 / Completed fourth year and higher

If different than the above scale, what wage are you currently receiving? _____

6.2 How many hours do you typically work:

6.2.1 Per week? _____

6.2.2 Overtime? _____

If any, are you paid for overtime? Yes No N/A

6.3 Are you aware that a portion of your STEP wage is subsidized by the Department of Education? Yes No

6.4 Do you feel the wage you receive is fair for your position? Yes No Don't know

If no, please suggest a more suitable wage: \$_____/ hr (optional)

Explain why:

6.5 Did your position require additional paperwork to be completed prior to starting? (ex: security check, health check, TB testing, etc.)? Yes No

If yes, did you have difficulties completing your additional paperwork? Yes No

If yes, please explain: _____

6.6 Did you feel you had enough information about what to expect on the first day of your STEP position?

Not at all 1 2 3 4 5 Definitely

6.7 On a scale of 1-5 (1 being not satisfied at all and 5 being very satisfied) how would you rate:

6.7.1 Your overall satisfaction with your STEP position:

1 2 3 4 5

6.7.2 Your satisfaction with the amount of work you are given:

1 2 3 4 5

6.7.3 Your satisfaction with the quality of work you are given (do you feel the work is important to the employer?):

1 2 3 4 5

6.7.4 Your satisfaction with the training you received:

1 2 3 4 5

6.7.5 Your satisfaction with the supervision provided:

1 2 3 4 5

6.7.6 The degree of career related experience you receive through your STEP position:

1 2 3 4 5

6.8 Do you have any family members employed at this department/company? Yes No

If yes, what is your relationship? _____

If yes, is this family member your direct supervisor? Yes No

6.9 Do you have any concerns about on-the-job safety? Yes No

If yes, explain: _____

6.10 Have you performed other duties and tasks outside your initial job description? Yes No

If yes, describe: _____

6.11 On a scale of 1-5 (1 being not comfortable at all and 5 being very comfortable), please rate your comfort in your working environment with regards to:

6.11.1 Location:

1 2 3 4 5

6.11.2 Workspace:

1 2 3 4 5

6.11.3 Available resources:

1 2 3 4 5

6.11.4 Relationships with co-workers

1 2 3 4 5

6.12 What would you change about your working environment?

6.13 What tasks or duties of the position do you not care for?

6.14 Have you worked in this position before? Yes No

If yes, when and for what period of time? _____

