

Metrolinx Summer Student Program 2013

|    | B                                                   | C                                                                          | D                        | E               |
|----|-----------------------------------------------------|----------------------------------------------------------------------------|--------------------------|-----------------|
| 2  | <b>Metrolinx Summer Student Program 2013 Agenda</b> |                                                                            |                          |                 |
| 3  |                                                     |                                                                            |                          |                 |
| 4  | <b>Task</b>                                         | <b>Details</b>                                                             | <b>Start Date</b>        | <b>End Date</b> |
| 5  | <b>Communication to Management</b>                  | Emailed instructions and required forms                                    | 21-Feb-13                |                 |
| 6  | <b>Recruitment Requisition</b>                      | Management to provide Cristina Manase, HR, with recruitment requisition    | 21-Feb-13                |                 |
| 7  | <b>Job Advertisement</b>                            | Posted externally                                                          | 25-Feb-13                | 1-Mar-13        |
| 8  | <b>Screening</b>                                    | Management to select student(s)                                            | 4-Mar-13                 | 15-Mar-13       |
| 9  | <b>Phone Interviews/Job Offers</b>                  |                                                                            | 18-Mar-13                | 26-Apr-13       |
| 10 | <b>Student Start Dates</b>                          | Start dates will be staggered to accommodate 120 student hires             | 29-Apr-13                | 13-May-13       |
| 11 | <b>Health &amp; Safety Checklist</b>                | Must be completed for each student by their Supervisor                     | First week of start date |                 |
| 12 | <b>Student Evaluation</b>                           | Must be completed for each student prior to completion of their assignment | 30-Aug-13                |                 |