



Canada's Capital University

ACT & ACT to Employ Career Services



ACT to Employ
Career Services
CARLETON UNIVERSITY

- On-Campus Jobs
- Paid, part-time placements (5-10 hours per week, \$14/hour)
- Generally 4 months in duration (with the possibility of extension)

ACT to Employ supports Carleton students with disabilities in finding paid experiential learning placements on campus while they obtain their degree. We work with talented students and supportive employers across campus, creating opportunities for students to learn transferable skills and gain work experience while they study.



- **ACT to Employ - Office Location:**
 - | 411 Tory Building (drop-ins not accepted)
 - | While we are working off campus, appointments are being held remotely, via video or phone

- **Student Advisor - Jenna Lambert:**
 - | Phone: 613.520.2600 x 5090
 - | Email: JennaLambert@cunet.carleton.ca



- **Before applying to jobs, students must book an intake appointment to meet with the ACT to Employ Student Advisor**
- **Students must contact ACT to Employ to book an appointment**



- **ACT to Employ placements offer an opportunity for students to gain skills and experiences related to their field of study (or interests)**
- **Wage subsidy and support for employers**
- **Supported placement process**
 - *We are involved to the extent that the student wants/needs*
 - Resume/Cover letter building
 - Interview accommodations
 - Individualized Workplace Accommodations
 - Check-Ins
 - Support for students and employers throughout the placement term
 - Connection to other employment resources (workshops, community supports, ACT)



- **Career development support program for students & alumni self identifying as having a disability**
- **Work with a dedicated staff member at Career Services**
- **Highly supportive & Highly individualized**



1. Intake Appointment

- **Purpose: Set goals and objectives within the program relating to:**

- | Job Search
- | Resumes
- | Cover Letters
- | Co-op
- | Interviews
- | Networking
- | LinkedIn
- | Work Accommodations



2. Follow up Appointments

- **Work on established goals and objectives**
- **Discuss how to be effective in each aspect of job search**
- **“Homework” and recaps**

- **If you are looking for career support, register for ACT by:**
 1. Contacting me by email to book a virtual appointment;
 2. Completing the online registration form on Career Service's website, or;
 3. Asking your PMC Coordinator to connect us directly.
- **ACT Advisor then contacts you to welcome you to the program and to schedule an intake appointment**



Accessible Career Transitions (ACT) Advisor:

NicoleBorges@cunet.carleton.ca

Office Location:

Career Services Office

401 Tory Building

(ACT drop-ins NOT accepted)



■ Contact

| Nicole Borges - Accessible Career Transitions (ACT) Advisor

- Email: NicoleBorges@cunet.carleton.ca

| Jenna Lambert - ACT to Employ Student Advisor

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