



Employer Guide to the Propel Student Work Placement Program

How to post a Work-Integrated Learning opportunity and/or apply for a subsidy

Funded by the
Government
of Canada

Canada

Tourism HR
Canada



RH Tourisme
Canada

propel

Launching Careers in Tourism
POWERED BY TOURISM HR CANADA

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INTRODUCTION.

Welcome to Propel, Tourism HR Canada's Student Work Placement Program (SWPP), funded by the Government of Canada.

Propel offers post-secondary students opportunities to develop the work-ready skills required to secure meaningful employment upon graduation. Qualifying employers are provided with a wage subsidy of up to \$5,000 for each student hired through the program.

This Employer Guide will assist you with setting up an account in the Propel portal, then posting a job and applying for a wage subsidy.

For further details on the Propel program, including eligibility criteria, click [here](#).

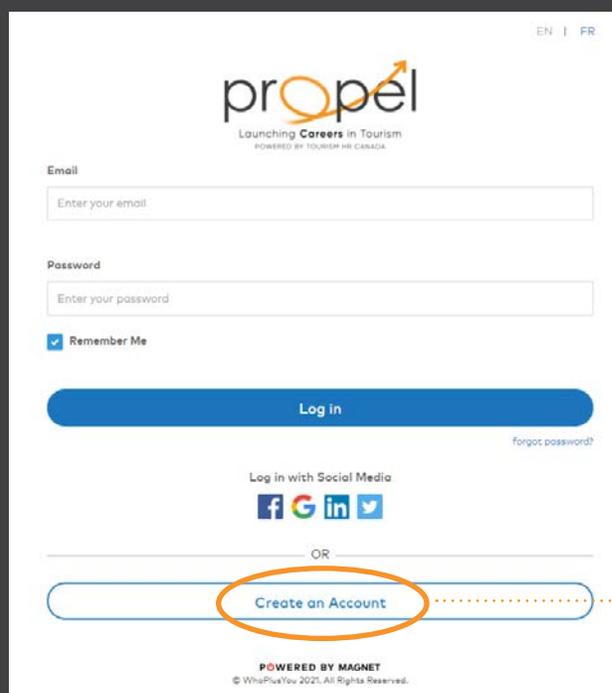
CREATING AN ACCOUNT AND COMPLETING YOUR PROFILE.

STEP 1

Click [here](#) to access the Propel portal and begin the process.

STEP 2

You will see a page that looks like this. If you already have an account, please login. If not, you can 'Create an account' by clicking on the link provided below the text fields as indicated by the orange circle.



The screenshot shows the Propel login page. At the top right, there are language options 'EN | FR'. The logo 'propel' is centered, with the tagline 'Launching Careers in Tourism' and 'POWERED BY TOURISM HR CANADA' below it. There are two input fields: 'Email' with the placeholder 'Enter your email' and 'Password' with the placeholder 'Enter your password'. Below the password field is a checked checkbox labeled 'Remember Me'. A blue 'Log in' button is positioned below the 'Remember Me' checkbox. To the right of the 'Log in' button is a link that says 'forgot password?'. Below the 'Log in' button is the text 'Log in with Social Media' followed by icons for Facebook, Google, LinkedIn, and Twitter. A horizontal line with 'OR' in the center separates the login options from the account creation option. Below the line is a button labeled 'Create an Account', which is circled in orange. A dotted orange line extends from the right side of the 'Create an Account' button to an orange circle containing a white left-pointing arrow. At the bottom of the page, it says 'POWERED BY MAGNET' and '© WhoPaveYou 2021. All Rights Reserved.'

STEP 3

Select 'Employer' from the drop-down options.



The screenshot shows a dropdown menu titled "Create an Account as". The menu is open, showing four options: "Select an Option", "Employer", "Job Seeker", and "Recruiting Agency". The "Employer" option is highlighted with a grey background and is circled in orange. A dashed orange line connects the arrow icon to the "Employer" option.

STEP 4

Enter your details and the email you would like associated to this account. Once you have entered a password, click 'Sign Up'. You will receive an email in the inbox of the email address provided. Please open this email to access the link to activate your account.

The screenshot shows a form for creating an account. It has the following fields and labels:

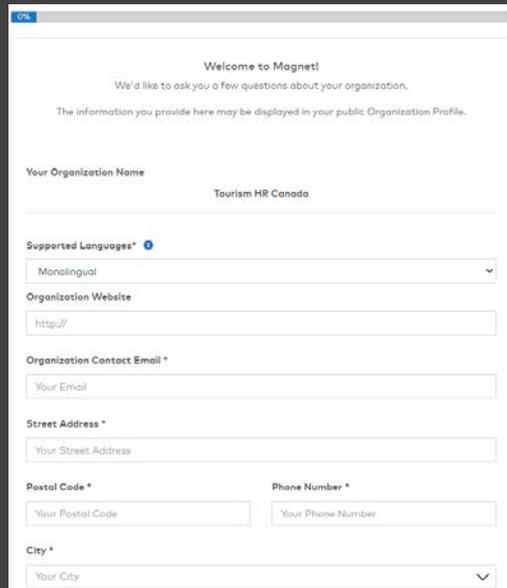
- Organization Name ***: Please enter your Organization Name
- First Name ***: Please enter your First Name
- Last Name ***: Please enter your Last Name
- Email ***: Please enter your Email
- Confirm Email ***: Please confirm your Email
- Password ***: Passwords must be at least 8 characters long, include at least 1 number and both upper and lower case letters. Please enter your Password

At the bottom of the form is a blue button labeled "Create an Account".

If you don't see the email shortly after signing up, please check your junk/spam folder.

STEP 5

Click the link sent to your email to activate your account. You will be directed to the following page to complete your profile.

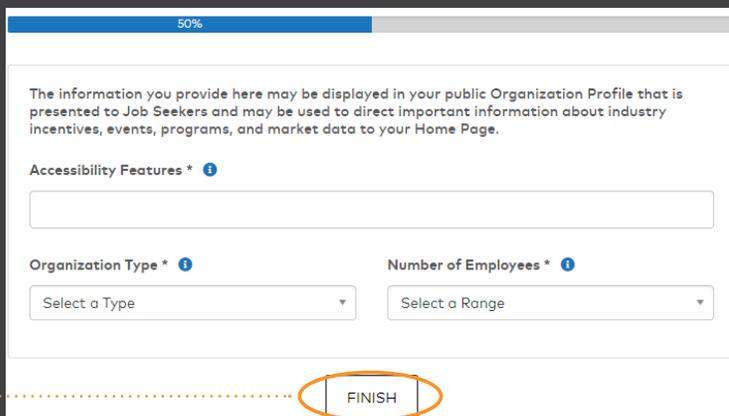


The screenshot shows a web browser window with a form titled "Welcome to Magnet!". Below the title, it says "We'd like to ask you a few questions about your organization." and "The information you provide here may be displayed in your public Organization Profile." The form contains the following fields:

- Your Organization Name:** A text field containing "Tourism HR Canada".
- Supported Languages*:** A dropdown menu with "Monolingual" selected.
- Organization Website:** A text field containing "http://".
- Organization Contact Email*:** A text field containing "Your Email".
- Street Address*:** A text field containing "Your Street Address".
- Postal Code*:** A text field containing "Your Postal Code".
- Phone Number*:** A text field containing "Your Phone Number".
- City*:** A dropdown menu with "Your City" selected.

STEP 6

Fill out the information (fields marked with an asterisk are mandatory) and click "Continue" to complete the last few questions as shown in the screenshot below. Then, click "Finish".



The screenshot shows a web browser window with a progress bar at 50%. Below the progress bar, it says "The information you provide here may be displayed in your public Organization Profile that is presented to Job Seekers and may be used to direct important information about industry incentives, events, programs, and market data to your Home Page." The form contains the following fields:

- Accessibility Features*:** A text field.
- Organization Type*:** A dropdown menu with "Select a Type" selected.
- Number of Employees*:** A dropdown menu with "Select a Range" selected.
- FINISH:** A button at the bottom of the form, circled in orange.

Congratulations!

You have now completed onboarding and are ready to submit a Work-Integrated Learning opportunity and/or apply for SWPP wage subsidy funding.



WHAT'S NEXT?

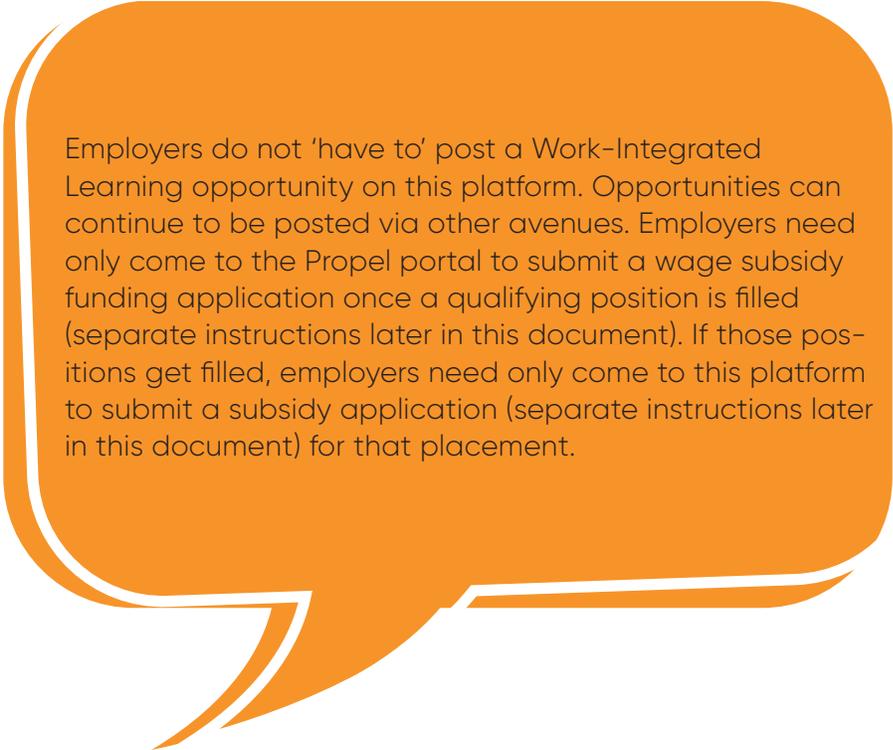
There are three options you can choose from to proceed:

1. Post a Work-Integrated Learning opportunity; **OR**
2. Apply for a subsidy
3. Post a Work-Integrated Learning opportunity AND apply for the subsidy together. The system will have both questionnaires lined up for convenience.

Would you like to post a Work-Integrated Learning opportunity on the platform?

Instructions can be found on next page, under 'Posting a Work-Integrated Learning Opportunity'.

POSTING A WORK-INTEGRATED LEARNING OPPORTUNITY.



Employers do not 'have to' post a Work-Integrated Learning opportunity on this platform. Opportunities can continue to be posted via other avenues. Employers need only come to the Propel portal to submit a wage subsidy funding application once a qualifying position is filled (separate instructions later in this document). If those positions get filled, employers need only come to this platform to submit a subsidy application (separate instructions later in this document) for that placement.

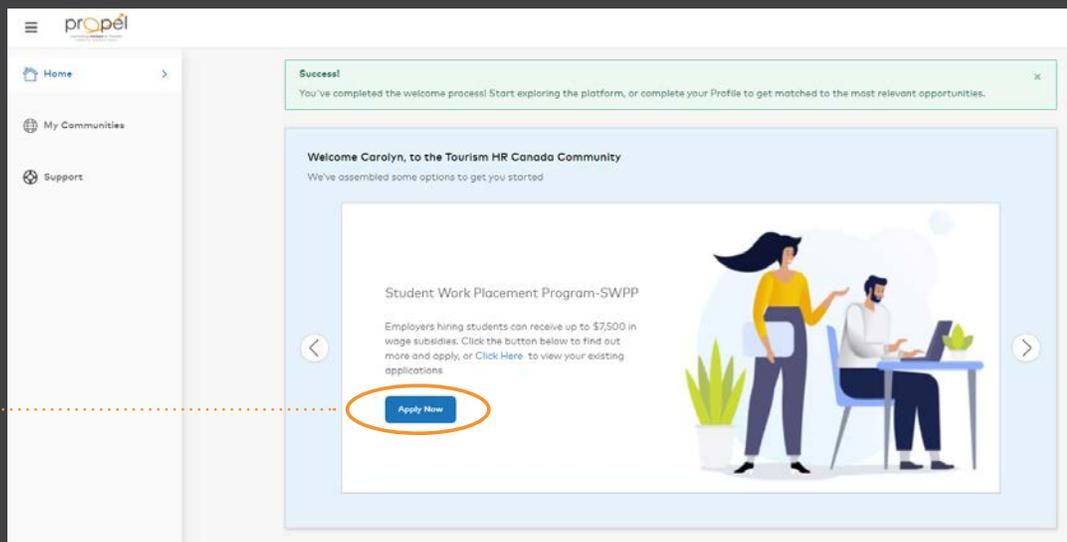
If you do choose to post a Work-Integrated Learning Opportunity here, there are two ways you could go about it. Both options work the same; it's simply a matter of choosing which is most convenient for you. You will see these options when you begin:

1. Post a Work-Integrated Learning Opportunity and come back later to submit a subsidy application.
2. Post a Work-Integrated Learning Opportunity AND submit a subsidy application in one sitting. This option is recommended, as you won't need to remember to come back and complete the subsidy application later. It may save you time to complete these steps in one go.

To demonstrate here, we will walk through option 1 (post a Work-Integrated Learning Opportunity only) as the steps to submitting a subsidy application are outlined separately in the next section. The steps for the application will be the same if you were to choose option 2 at this point.

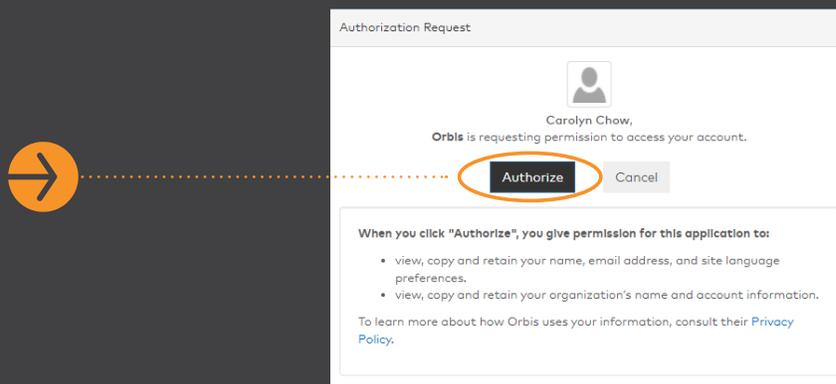
STEP 1

On your account homepage, you will see flashing boxes that alternate between **'Student Work Placement Program'** or **'For Work Integrated Learning (WIL) job postings'**. Click on 'Apply Now' for the Student Work Placement Program (don't worry, you will first be prompted with the option to post the Work-Integrated Learning Opportunity and/or apply for the subsidy).



STEP 2

When prompted, authorize Orbis to access your account.



STEP 3

Review the Terms of Use. To accept them, click the toggle at the bottom of the page for 'I agree to the terms of use' and then click 'Accept'.



Terms Of Use

Last modified: December 19, 2019

End User License Agreement/Website Terms and Conditions of Use

Acceptance of the Website Terms and Conditions of Use

These website terms and conditions of use for www.orbiscommunications.com and/or www.outcomecampusconnect.ca, constitute a legal agreement and are entered into by and between you ("User" or "Users") and ORBIS COMMUNICATIONS INC. ("Company," "we," "us," "our"). The following terms and conditions, together with any documents and/or additional terms they expressly incorporate by reference collectively, these "Terms and Conditions", govern your access to and use, including any content, functionality, and services offered on or through www.orbiscommunications.com and/or www.outcomecampusconnect.ca (jointly or individually as the "Website").

BY USING THE WEBSITE OR BY CLICKING TO ACCEPT THE TERMS AND CONDITIONS, YOU NOT ONLY ACCEPT AND AGREE TO BE BOUND AND COMPLY WITH THESE TERMS AND CONDITIONS, BUT ALSO CONSENT TO BE BOUND BY ANY PROVISIONS OF OUR PRIVACY POLICY, WHICH ARTICULATES

I agree to the terms of use

ACCEPT **DECLINE**

STEP 4

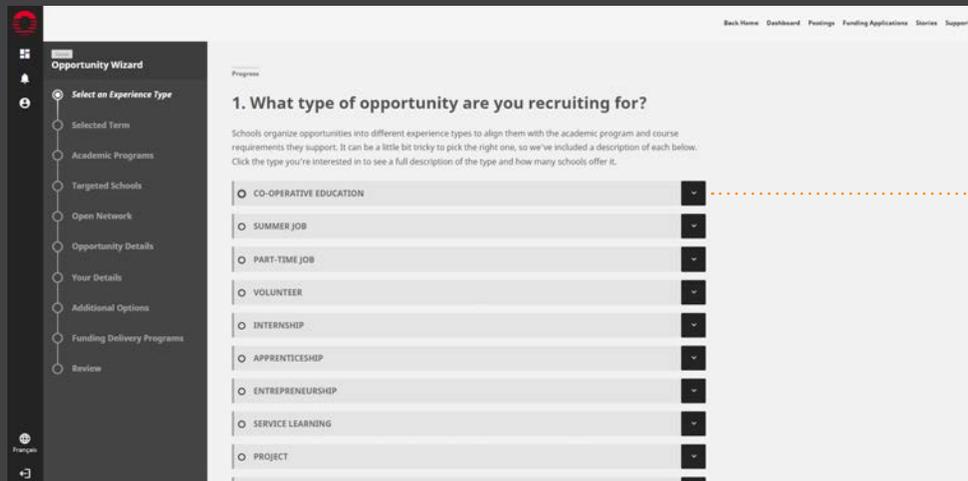
You are now inside your Employer platform on Outcome Campus Connect, the portal used by the Propel program. You should see the following dashboard.

By clicking on the respective links at the top right, you can either 'Post an Opportunity' or 'Apply for Subsidy'. To post a Work-Integrated Learning Opportunity, click 'Post an Opportunity'.



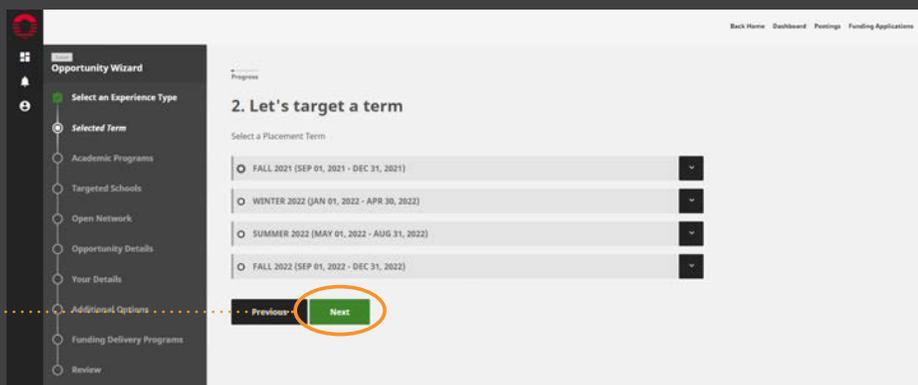
STEP 5

From the options provided, select the type of opportunity you would like to post. To find out more about these different types of Work-Integrated Learning (WIL) opportunities, visit this [CEWIL webpage](#), which explains the terms. If you are unsure what to choose, select 'co-operative education' and click 'Next'.



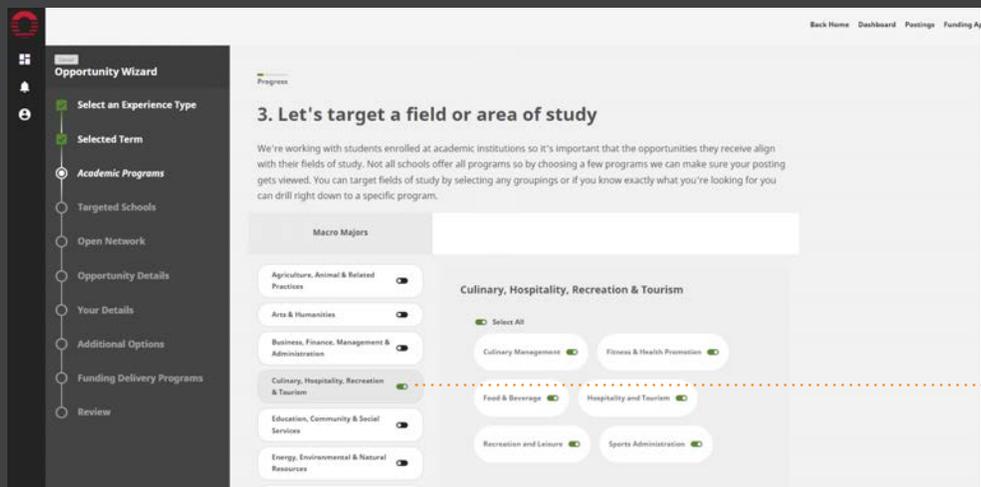
STEP 6

Select the term and click 'Next'. Positions do not need to run the full duration of the term selected. For example, if you would like to post an opportunity that will run from November 1 to December 31, select 'Fall 2021'.



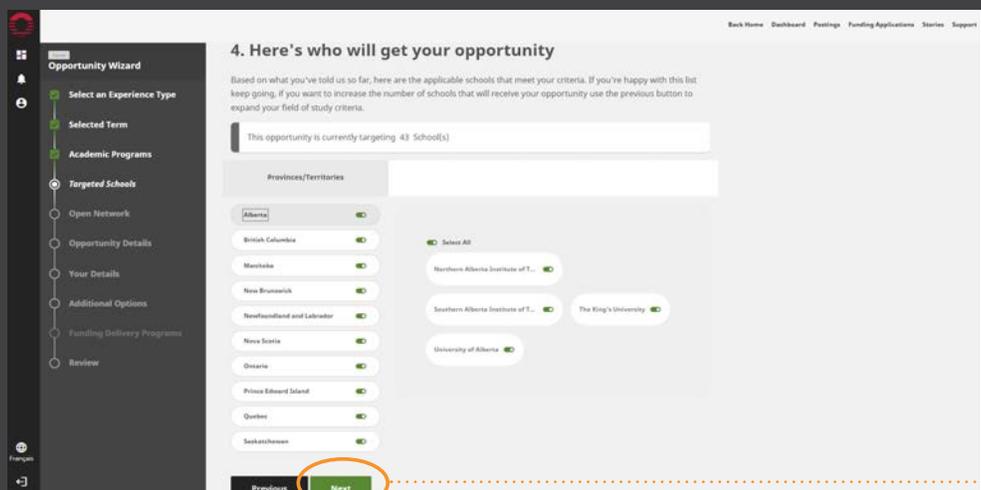
STEP 7

Select the field of study. By clicking on the Areas of Studies on the left, all the disciplines will appear on the right. Slide the toggle next to each to activate the ones that you are specifically looking for (optional). Click 'Next' to continue.



STEP 8

You can now select which schools you would like to target by sliding the toggle next to each name. When finished, click 'Next'.



STEP 9

Leave the toggle here in the 'off' position to only target students eligible for SWPP wage subsidies. If you are using this portal to post other opportunities that are not eligible for the wage subsidy, you can slide this toggle to 'on'. Click 'Next'.

Back Home Dashboard Postings Funding Applications Stories Support

Opportunity Wizard

- Select an Experience Type
- Selected Term
- Academic Programs
- Targeted Schools
- Open Network
- Opportunity Details
- Your Details
- Additional Options
- Funding Delivery Programs
- Review

5. Do you want to promote your opportunity to Outcome Campus Connect's open network too?

Our open network includes post-secondary students and recent graduates using Outcome Campus Connect even though their institution is not yet on the network. Promoting your opportunity to our open network means you reach even more post-secondary students and recent graduates. If you do not want the opportunity to be advertised to these students, simply uncheck the box.

Promote my opportunity to the Open Network

Previous Next

STEP 10

On this page, you can now add in all the information about this opportunity. The position, wages, length of placement, job description, etc. The fields marked with a * are required. To continue, click 'Next'.

Back Home Dashboard Postings Funding Applications Stories Support

Opportunity Wizard

- Select an Experience Type
- Selected Term
- Academic Programs
- Targeted Schools
- Open Network
- Opportunity Details
- Your Details
- Additional Options
- Funding Delivery Programs
- Review

6. Tell us about your opportunity

The information that you provide here is what students will see when they look at your opportunity. Make sure the information so your opportunity stands out to students viewing it.

Opportunity Language*

English

Deadline Date*

01/20/2022 07:00 PM

Expiry*

12/21/2021 07:00 PM

Organization B

Tourism HR Canada

Division B

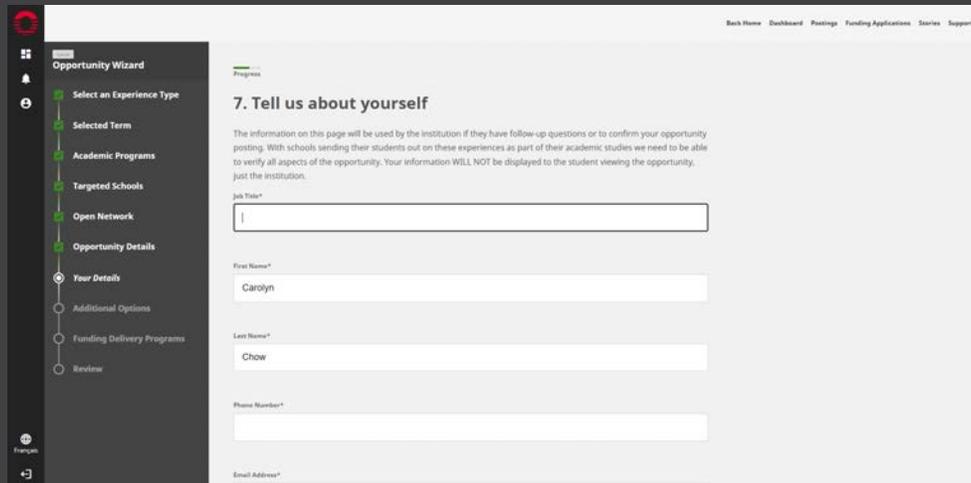
N/A

If you have your own tracking system for jobs or opportunities and you want to add an ID or a unique identifier to help you keep track of this posting, you can do so here. If not, don't worry, it's not required and no one else will see it.

If you prefer to direct a student to a position already advertised on your website, you can insert the position URL in the "position description" box.

STEP 11

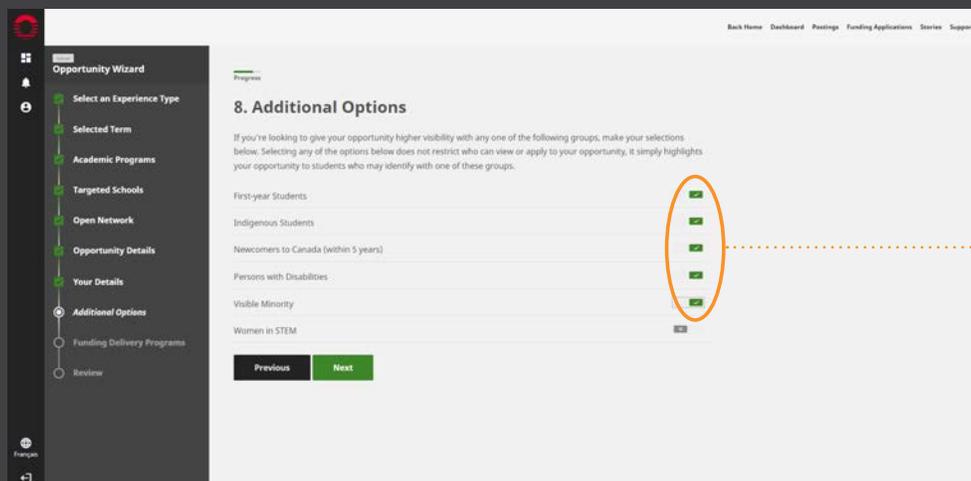
Now you can share basic information about you – the employer contact. When you're done, click 'Next'.



The screenshot shows the 'Opportunity Wizard' interface. On the left is a vertical navigation menu with steps: Select an Experience Type, Selected Term, Academic Programs, Targeted Schools, Open Network, Opportunity Details, Your Details (highlighted), Additional Options, Funding/Delivery Programs, and Review. The main content area is titled '7. Tell us about yourself'. It includes a progress indicator, a warning about information usage, and input fields for Job Title, First Name (Carolyn), Last Name (Chow), Phone Number, and Email Address.

STEP 12

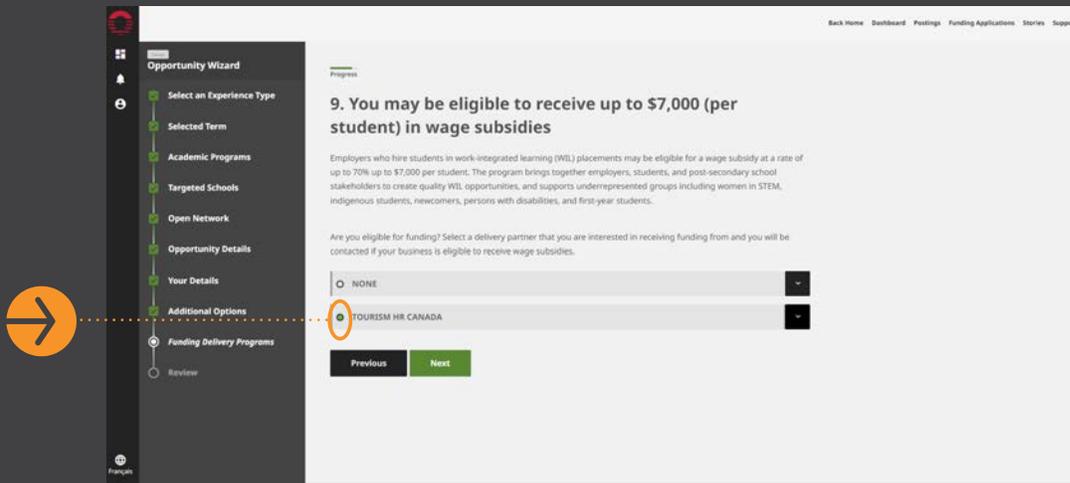
If you would like to **highlight** this opportunity for any of the listed under-represented groups (this will not exclude other groups from accessing the job post), slide the toggle(s) on the right. Then, click 'Next'.



The screenshot shows the 'Opportunity Wizard' interface at Step 8: '8. Additional Options'. The left navigation menu is the same as in Step 11, with 'Additional Options' highlighted. The main content area explains that selecting options highlights the opportunity for under-represented groups. A list of groups with toggle switches is shown: First-year Students, Indigenous Students, Newcomers to Canada (within 5 years), Persons with Disabilities, Visible Minority, and Women in STEM. The toggle for 'Indigenous Students' is circled in orange, with a dashed line pointing to a blue arrow icon on the right. At the bottom are 'Previous' and 'Next' buttons.

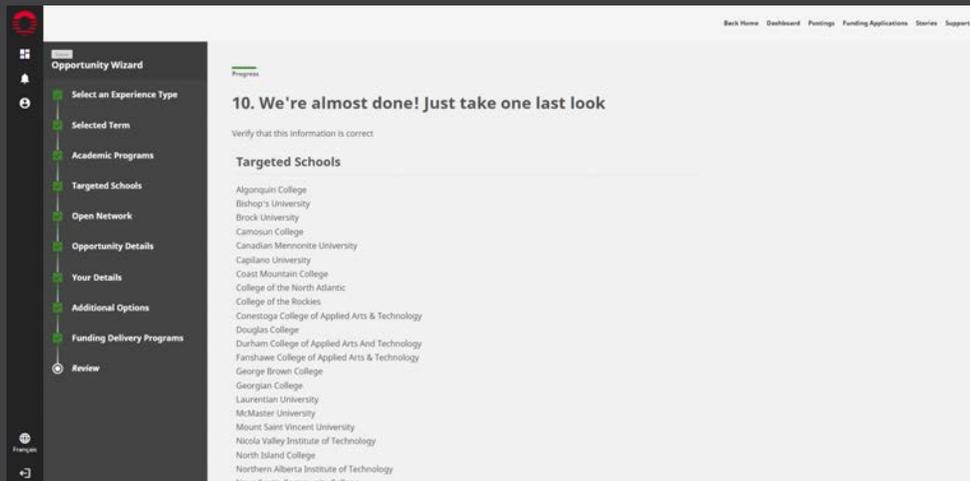
STEP 13

Select 'Tourism HR Canada' and click 'Next'.



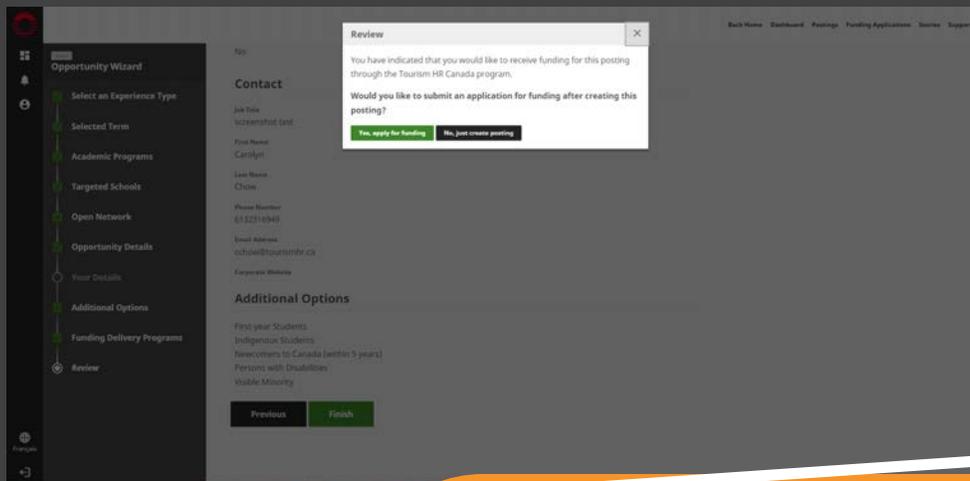
STEP 14

Review the information and when you are satisfied that it is correct, click 'Finish'.



STEP 15

You will see the following message pop up. If you would like to proceed with only this opportunity posting for now, click 'no, just create posting'. Alternatively, if you would like to proceed with a subsidy application too, click 'yes, apply for funding'.



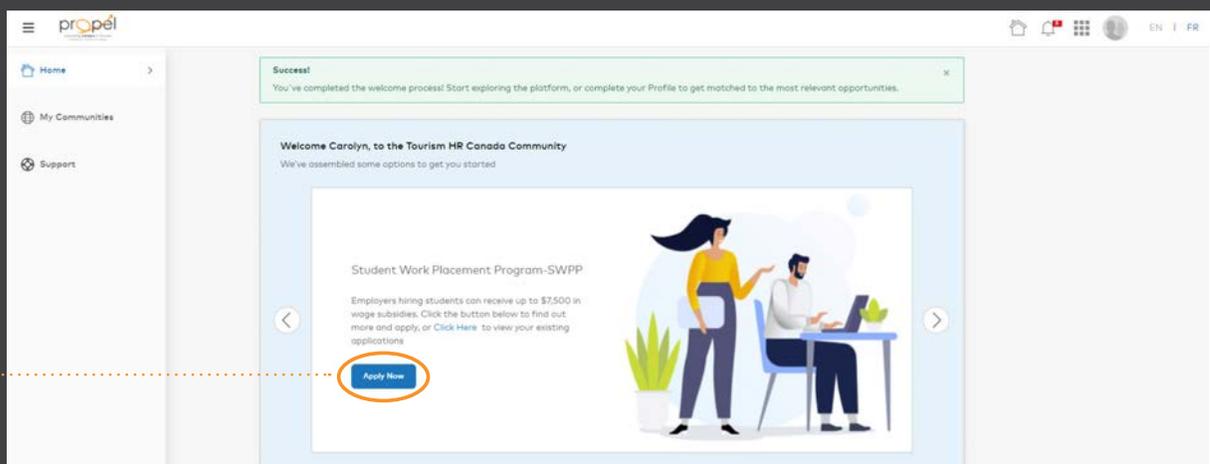
If you chose to apply for funding, skip to 'Submitting a subsidy application: Step 6' in this document (page 19).

If you only wished to post the Work-Integrated Learning opportunity, you're all set! You can manage your postings by following the steps under 'Tracking and updating your application' in this document (page 25).

SUBMITTING A WAGE SUBSIDY FUNDING APPLICATION.

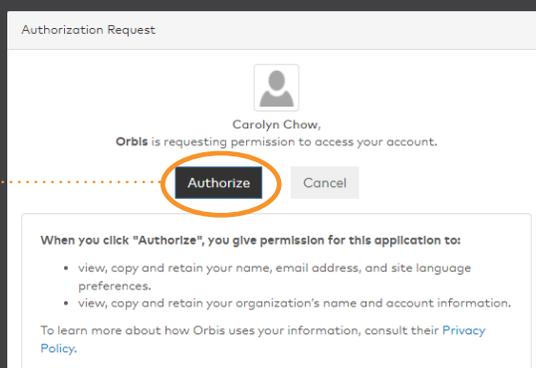
STEP 1

On your account homepage, you will see flashing boxes that alternate between **'Student Work Placement Program'** or **'For Work Integrated Learning (WIL) job postings'**. To apply for a Student Work Placement Program wage subsidy, click on 'Apply Now'.



STEP 2

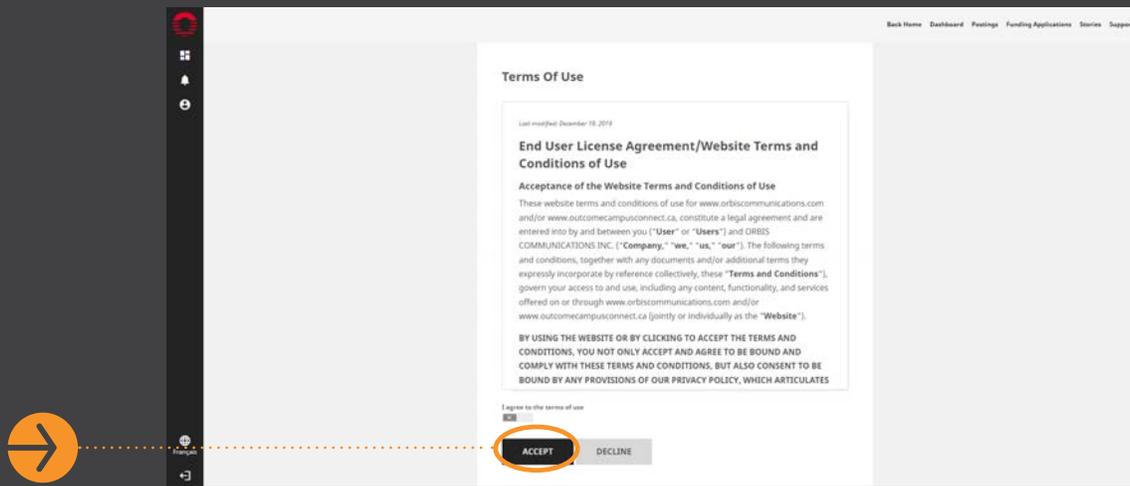
When prompted, authorize Orbis to access your account.



If you already posted a job using the above instructions this step will not repeat. Skip to Step 4.

STEP 3

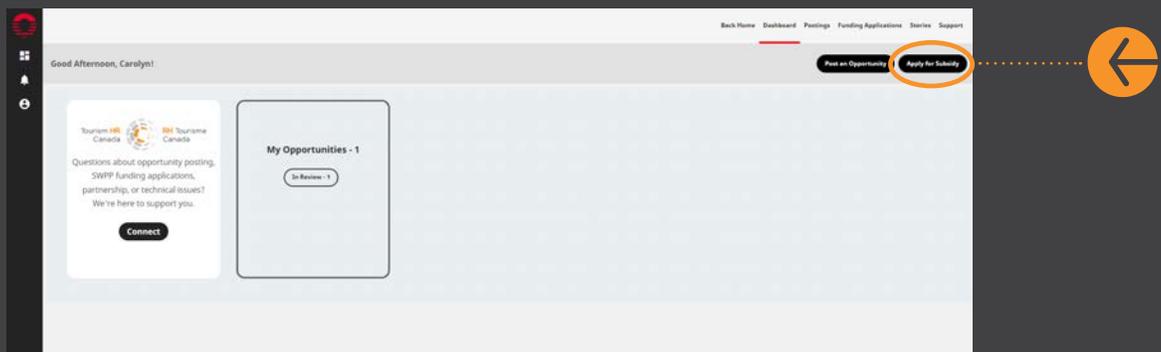
Review the Terms of Use. To accept them, click the toggle at the bottom of the page for 'I agree to the terms of use' and then click 'Accept'.



STEP 4

You are now inside your Employer platform on Outcome Campus Connect, the portal used by the Propel program. You should see the following dashboard.

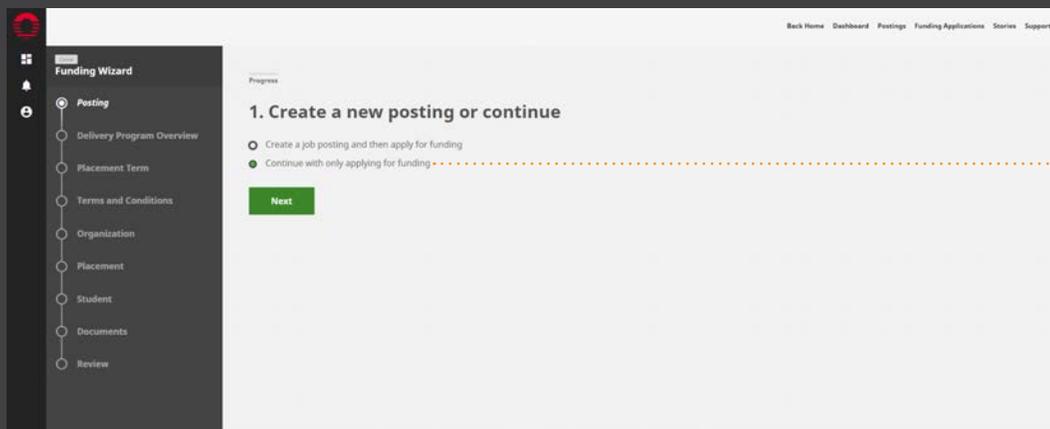
By clicking on the respective links at the top right, you can either 'Post an Opportunity' or 'Apply for Subsidy'. To apply through Tourism HR Canada's Propel program, click on 'Apply for Subsidy'. You can apply for a subsidy without having an existing or new opportunity posted on this portal.



STEP 5

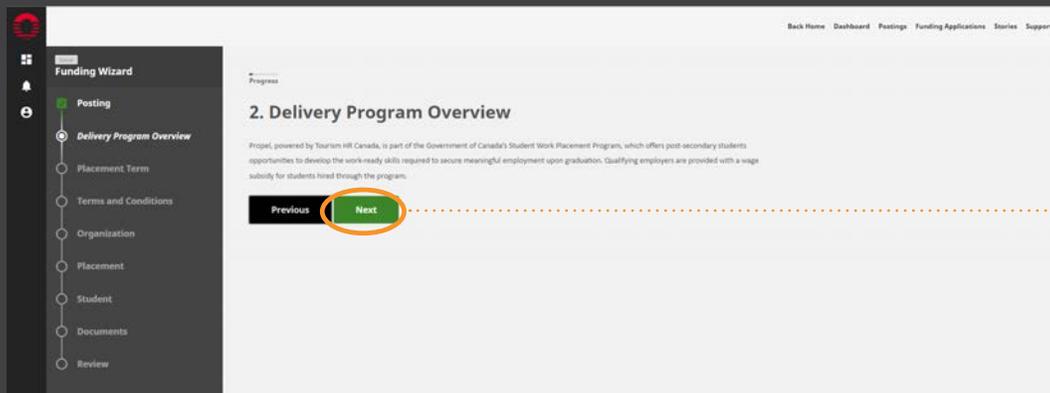
You are about to start your application for a subsidy.

You will be prompted to choose whether you would like to post a Work-Integrated Learning Opportunity first or proceed directly to the subsidy application. You can select the option you prefer and click 'Next'. In this section, we will be selecting 'Continue with only applying for funding'.



STEP 6

Read Tourism HR Canada's SWPP Overview and click 'Next'.



STEP 7

Select the Placement Term you are applying for. Will you be hiring a student during the fall or winter term? Be sure to match the dates of the term to be in line with the dates that you plan to hire your student and click 'Next'.

The screenshot shows the '3. Placement Term' step in the 'Funding Wizard'. The left sidebar contains a navigation menu with the following items: Posting, Delivery Program Overview, Placement Term (highlighted), Eligibility Criteria, Terms and Conditions, Organization, Placement, Student, Documents, and Review. The main content area displays the title '3. Placement Term' and a text box with the following information: 'The standard wage subsidy percentage for this program is 50% (up to \$5,000) and 57.5% (up to \$7,000) for students from under-represented groups. This program is open to all students, including those who belong to one of the following under-represented groups: indigenous people, persons with disabilities, first-year students, newcomers to Canada and visible minorities. Employers must meet requirements for 'net new placements'. Employers who have previously participated in the program must exceed the number of placements offered in a past year under the program. If an employer participated in the 2021-2022 year of the program, they must exceed the number of placements offered in the year 2019-2021. More information can be found on the Propel webpage FAQ. Post-secondary institutions (universities, colleges and polytechnics) can no longer apply as an employer of record. Note that Winter 2022 placements are still eligible for 75% until June 30, 2022.' Below the text box are three radio button options for placement terms: 'WINTER 2022 (JAN 01, 2022 - APR 30, 2022)', 'SUMMER 2022 (MAY 01, 2022 - AUG 31, 2022)', and 'FALL 2022 (SEP 01, 2022 - DEC 31, 2022)'. The 'FALL 2022' option is selected.

STEP 8

Answer the short series of questions under Eligibility Criteria to help us determine if your application meets the "Net New" requirement as set by ESDC. Please see our [webpage](#) for more details. Once you're done, click 'Next'.

The screenshot shows the '4. Eligibility Criteria' step in the 'Funding Wizard'. The left sidebar contains a navigation menu with the following items: Posting, Delivery Program Overview, Placement Term, Eligibility Criteria (highlighted), Terms and Conditions, Organization, Placement, Student, Documents, and Review. The main content area displays the title '4. Eligibility Criteria' and a 'Question Form'. The form contains the following questions and answers: 'Have you accessed SWPP funds in the past? This includes any of the other delivery partners that offer this program.' with answer 'Yes'; 'When did you first participate in the SWPP Program?' with answer 'April 1 2017 - March 31 2018'; 'How many students did you hire previously during April 1 2016 - March 31 2017?' with answer '2'; and 'How many students are you projected to hire during this year (April 1 2022 - March 31 2023)?' with answer '4'. Below the questions is a text box that says 'Based on your answers this is how many placements you can apply for funding: 2'. At the bottom of the form, there is a disclaimer: 'By clicking next I agree that I have read and accept the eligibility criteria noted above and agree that all information provided above is accurate to the best of my knowledge.' and three buttons: 'Previous', 'Save as Draft', and 'Next'.

STEP 9

Review Propel's Terms and Conditions and click 'Next' to proceed to the next.

The screenshot shows the 'Funding Wizard' interface. On the left is a vertical navigation menu with steps: Posting, Delivery Program Overview, Placement Term, Eligibility Criteria, Terms and Conditions (highlighted), Organization, Placement, Student, Documents, and Review. The main content area is titled '5. Terms and Conditions' and contains the following text:

Employers

- Registered Canadian businesses and not-for-profit organizations
- Committed to paying the student for the role
- Willing to provide a quality learning experience for a post-secondary education student
- Have the financial capacity to pay the student for the duration of the placement in full (the wage subsidy will be administered after receiving the final pay stub at the end of the placement)

Employers that are NOT eligible:

- Federal, provincial, territorial and municipal government
- Federal and provincial Crown corporations
- Post-secondary institutions

Students

- Registered in a recognized Canadian post-secondary institution
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Undertaking a placement recognized as a [Work Integrated Learning](#) component by the student's institution in connection with a course, degree, certificate, diploma, or other recognized program offered by the institution. The placement can be required or optional, for credit or not for credit

International students are NOT eligible

STEP 10

Tell us a little about your organization by answering a few questions. When you have completed the questions, click 'Next'.

The screenshot shows the 'Funding Wizard' interface. On the left is a vertical navigation menu with steps: Posting, Delivery Program Overview, Placement Term, Eligibility Criteria, Terms and Conditions, Organization (highlighted), Placement, Student, Documents, and Review. The main content area is titled '6. Organization' and contains the following form fields:

Organization Name*

Organization Website

Organization Size*

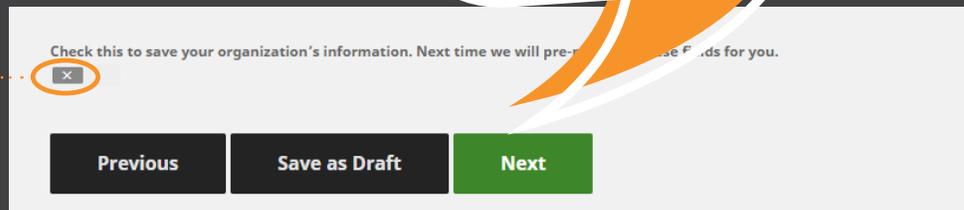
Select the industry which best represents your business. If uncertain, select Other*

(If uncertain please select Other)

Business Number

Number of students hired in the baseline year (the year prior to participating in SWPP): 0

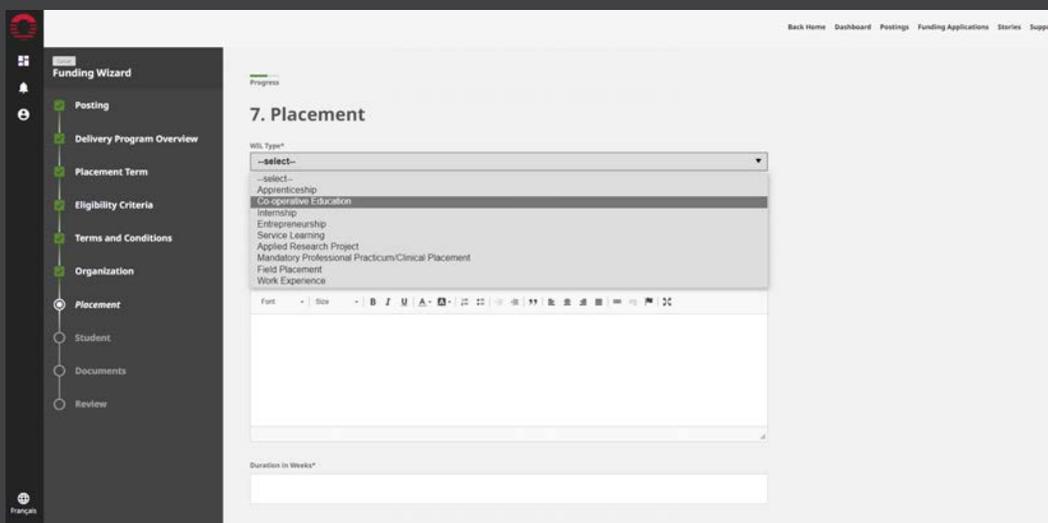
If you need to submit multiple subsidy applications, you can slide the toggle to save the information on this page and those fields will be pre-populated for you in the next application. This can be found at the bottom of this page and the option only applies for this section of your subsidy application(s).



STEP 11

Choose the type of Work-Integrated Learning (WIL) and provide information about the placement.

To find out more about the different types of work-integrated learning opportunities, visit this [CEWIL webpage](#), which explains these terms. If you are unsure what to choose, select 'Co-operative education'. Next, enter the placement details, including the start and end dates, hourly wage, full- or part-time, and whether the work can be done remotely. In addition, enter the details of the work that the student will be required to do during the placement.



STEP 12

If you have already hired a student you will need to slide the toggle over to say that you have hired a student. You will then be prompted to enter the student's details. (See Step 13). If you do not have a student yet, click 'Next' and skip to Step 14 in this section.

Back Home Dashboard Postings Funding Applications Stories Support

Funding Wizard

- Posting
- Delivery Program Overview
- Placement Term
- Eligibility Criteria
- Terms and Conditions
- Organization
- Placement
- Student**
- Documents
- Review

8. Student

As part of the application process, employers are required to provide their student's contact information, so that Tourism HR Canada can request supporting documentation from them to confirm their eligibility in the program.

If you have not hired a student yet for this placement, you will be required to complete this portion of the application once you have secured your hire.

Eligibility criteria for students:

- Registered in a recognized Canadian post-secondary institution (part-time or full-time enrollment in college, bachelor's, master's or PhD programs)
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- International students are not eligible.
- Undertaking a placement that is recognized as a Work-Integrated Learning component by the student's institution in connection with a course, degree, certificate, diploma, or other recognized program offered by the institution. The placement can be required or optional, for credit or not-for-credit.

Position Filled

Previous Save as Draft Next

STEP 13

If you have a student who filled the position, you will be prompted to enter the student's details.

Back Home Dashboard Postings Funding Applications Stories Support

Funding Wizard

- Posting
- Delivery Program Overview
- Placement Term
- Eligibility Criteria
- Terms and Conditions
- Organization
- Placement
- Student**
- Documents
- Review

8. Student

Position Filled

First Name

Last Name

Email*

Phone Number

Year of Birth

Gender*

STEP 14

You will be prompted to upload documents during the SWPP wage subsidy funding application.

At this time, if you have no documents to upload, hit 'Next'. If eligible, a Guide with all required supporting documents will be shared with you once we have reviewed your application.

The screenshot shows the '9. Documents' step of the 'Funding Wizard'. The left sidebar lists the steps: Posting, Delivery Program Overview, Placement Term, Eligibility Criteria, Terms and Conditions, Organization, Placement, Student, Documents (highlighted), and Review. The main content area has a progress bar at the top, followed by a heading '9. Documents'. Below the heading is a text box: 'If your application is eligible, you will receive an employer and student agreement in an email. A copy of the Supporting Documents Guide will also be included in addition to signed copies of the agreements you receive. The Supporting Documents Guide will show you what supporting documentation is required for your application. Kindly ensure the documentation provided meets the criteria described in this guide and come back to update your application with these attachments once your placement is completed.' Below this is a dashed box with the text 'Drag and drop your files here, or... click to browse'. At the bottom are three buttons: 'Previous', 'Save as Draft', and 'Next'.

Once we have received all of the completed supporting documents, payment will be issued within 30 business days.

STEP 15

This will show a review of your application. Once you have checked that all the information is correct, select "Finish" to submit. You will receive an email confirming receipt of your application.

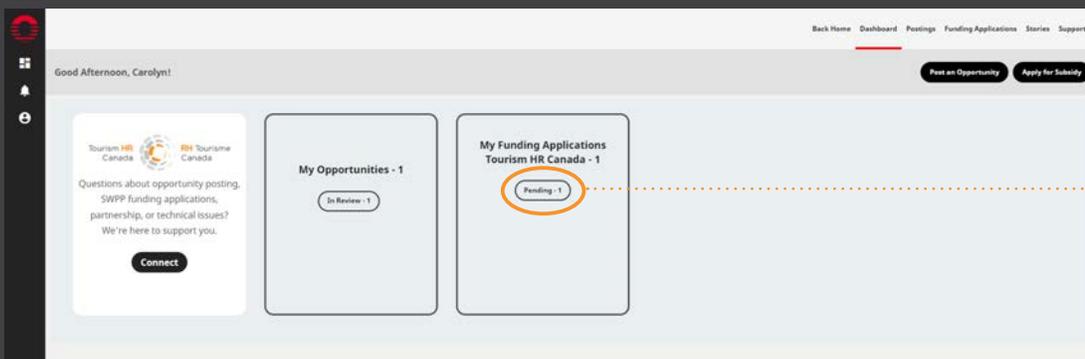
The screenshot shows the '10. Review' step of the 'Funding Wizard'. The left sidebar lists the steps: Posting, Delivery Program Overview, Placement Term, Eligibility Criteria, Terms and Conditions, Organization, Placement, Student, Documents, and Review (highlighted). The main content area has a progress bar at the top, followed by a heading '10. Review'. Below the heading are several sections: 'Posting' with 'No', 'Placement Term' with 'Fall 2022', 'Eligibility Criteria' with 'Have you accessed SWPP funds in the past? This includes any of the other delivery partners that offer this program. Yes', 'When did you first participate in the SWP Program? April 1 2017 - March 31 2018', 'How many students did you hire during the previous year? 2', and 'How many students are you projected to hire during this year? 4'. Below these is the 'Organization' section with 'Organization Name'.

Great! You have submitted your Propel SWPP wage subsidy funding application. We will review the application and be in touch for the next steps. The following pages of this document will show you how to track or update your application.

TRACKING AND UPDATING YOUR APPLICATION.

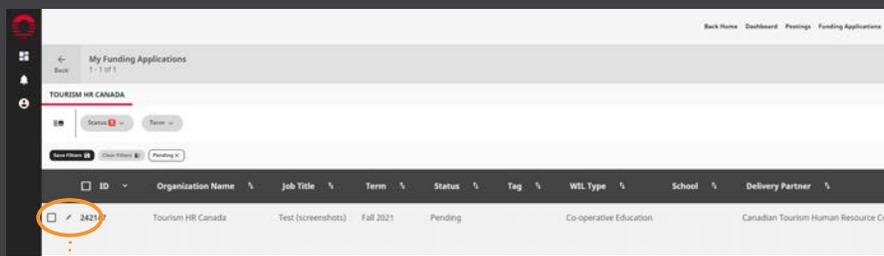
STEP 1

To track the progress of your application(s), click the 'Dashboard' link in the top right of the portal. In the 'My Funding Applications Tourism HR Canada' area, click 'Pending' to see your submitted application(s).



STEP 2

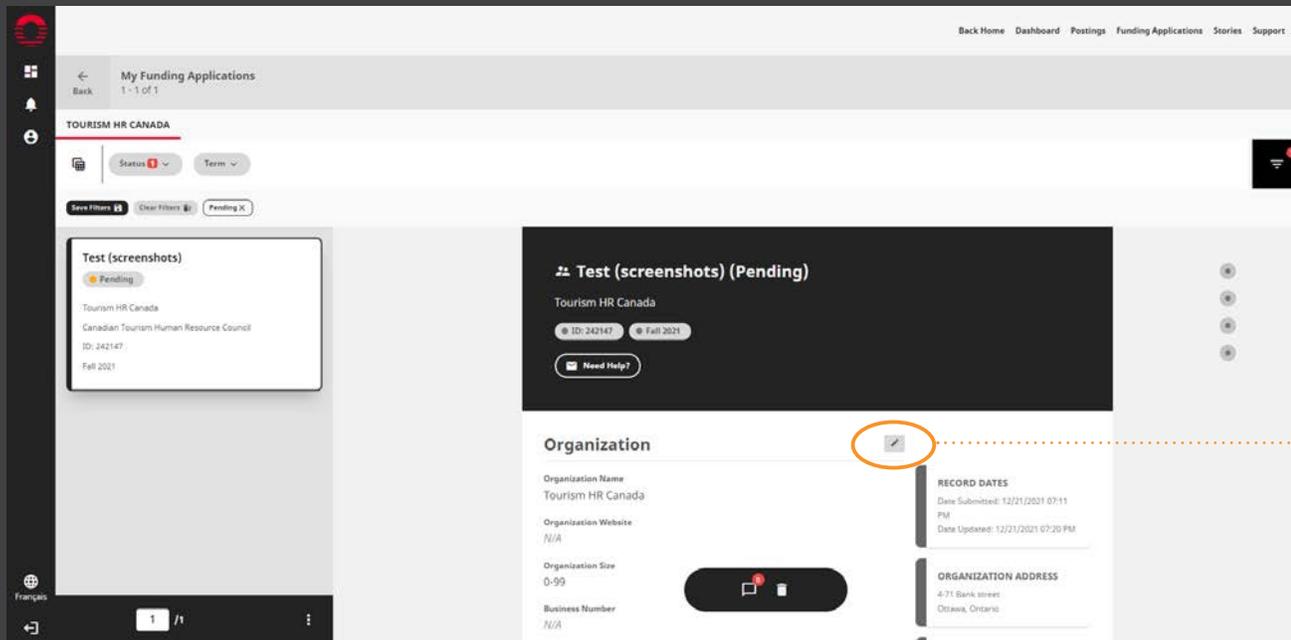
On this page, you can see the status of your application (in this example, it says 'Pending'). To update your application (submit documents, add student details, etc.), click on the pencil icon next to the ID number as shown with the orange arrow.



If you are not able to make edits, please contact us using the message function (shown in Step 4, page 27), as it is possible that the application is locked and no longer open for edits.

STEP 3

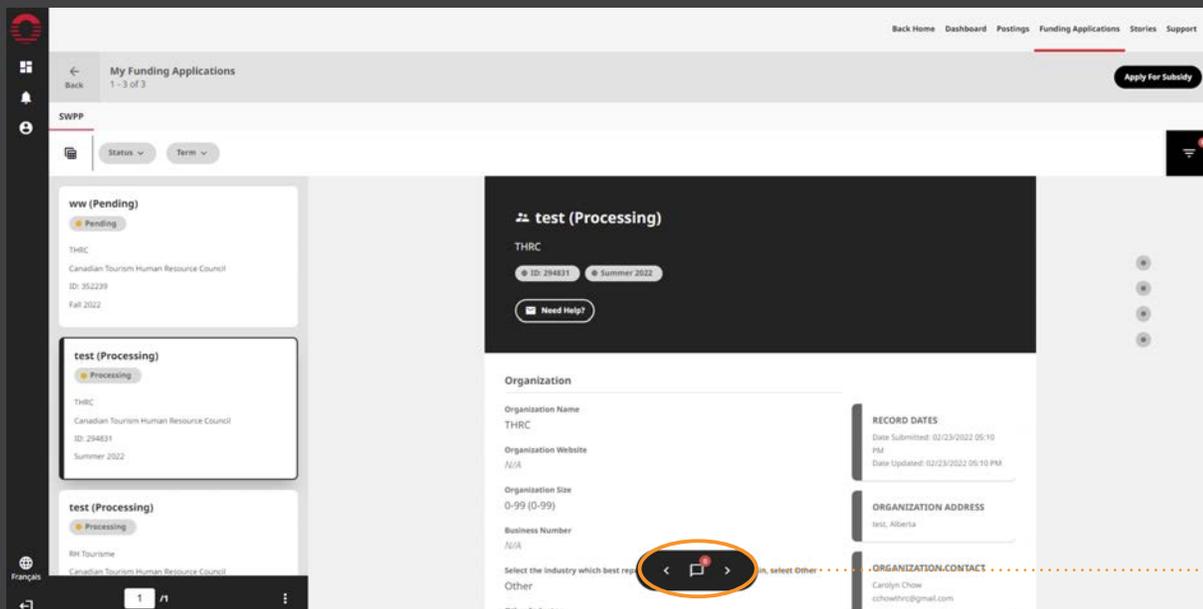
Your application will open and will appear like this. You can make edits to specific sections by clicking on the pencil icon for those respective sections.



You can also track the progress of your application by checking the tags in the black banner at the top. Once the application is picked up by our team, the status will be updated to 'In Progress'. The tags will provide a little more information on what that means (for example, you might see tags like 'Reviewing application' or 'Pending more information' if we have contacted you for additional information).

STEP 4

If you scroll down to the end, you can see multiple options available: upload documents, delete your application (trash can icon) or send a direct message to Tourism HR Canada regarding this application (speech bubble icon).



For queries about this document or if you have trouble along the way, feel free to reach out to us anytime via the portal (using the speech bubble/messaging feature) or by contacting propel@tourismhr.ca.