

## GAP APPLICATION GUIDELINES FOR MANAGERS

If an employee on your team has indicated their interest in applying for the Graduate Assistance Program (GAP) scholarship, please review the steps and instructions below on how to complete and support your team member with the GAP application process.

### Step 1: Review the Post-Secondary Program

Review the post-secondary degree program that your direct report is interested in pursuing to ensure that it satisfies **at least one** of the categories listed in section 2.2 of Humber's [Professional Development Policy](#):

- Build on competencies (core, technical and leadership/business) required to effectively perform in an employee's current role.
- Support an employee's development plan within their current role.
- Build competencies and needs that are aligned with Humber's [Builders of Builders Vision](#).
- Advance talent strategies and programs such as succession by building competencies in readiness for potential succession turns.
- Satisfy agreed development or competency requirements as laid out under a [Collective Agreement](#).

Schedule a meeting with the employee to discuss why they are interested in pursuing the program, and how it aligns with their current role and their career goals and objectives.

### Step 2: IMPORTANT - Complete the 'Supervisor/ Manager Attestation' Section of the GAP Application Form

Please carefully review and verify the statements included in the Supervisor/ Manager Attestation section of the GAP Application Form, select all statements that apply and provide your signature and your direct report's hire date in the organization.

The selection process for GAP is highly competitive since there are a limited number of scholarships awarded each year, and responses in this section **may impact** the selection and decision process of awarding a scholarship.

### Step 3: Complete and Submit GAP Reference Form A

Complete [GAP Reference Form A](#) to support the GAP application of your direct report. In your reference rationale, explain how the post-secondary program selected will enable the employee to bring additional value/ benefit to your department/organization, and how it will contribute to achieving Humber/University of Guelph-Humber's goal of enhancing student learning and delivery of strategic objectives.

Please provide sufficient detail in your response and include your name, relationship to applicant, signature, and date. Once the form is completed, please e-mail it to [oe@humber.ca](mailto:oe@humber.ca) so that the reference maintains the integrity of the process.

Questions? Please contact us at [oe@humber.ca](mailto:oe@humber.ca).