

Eastern Region Transition Newsletter #2



At STAS, YOU make the difference
Join Us!

Securitas Transport Aviation Security Ltd. (STAS) produces these *Eastern Region Transition Newsletters* in an effort to communicate to current screening and management personnel in the region, and keep you informed of our transition progress.

Information Sessions

➤ Screening Personnel

STAS will be providing Information Sessions and setting up Registration Kiosks for Screening Personnel (Pre-Board Screening Officers, Point Leaders & Unionized Specialist positions) throughout the region during the month of September.

We invite and encourage all of you to register with us on-line at www.securitasjobs.ca . This is an important and necessary step in the transition process, to ensure our systems are in place and ready for operations on November 1. To accomplish this transition smoothly and within the timeframe we have, all screeners **MUST** register on-line by **September 10, 2011**.

Information Sessions. The STAS Transition Team members will provide important job-related information, and it will be a good opportunity to get to know us better and ask any questions that you may have.

Registration Kiosk. STAS will have a Registration Kiosk set up to complete the processing of online applications, therefore please register online prior to attending at the Registration Kiosk. This process is important to ensure we can start building your employee file. If you come to the Registration Kiosk without applying online first, we will not have your file ready.

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When you come to meet us at the Registration Kiosk, please ensure you bring the following with you:

- ✓ Photocopy of two (2) pieces of Government issued photo ID.
- ✓ Photocopy of your social insurance card
- ✓ Photocopy of your union membership card
- ✓ A passport size photo
- ✓ A blank cheque with VOID marked across it. Please also note your bank name and address - you will be asked for this information.
- ✓ Your Curriculum Vitae (CV) or resume
- ✓ Please take note of your current uniform inventory at home - you will be asked to fill out a uniform inventory form.

Information Sessions and the Registration Kiosk have been scheduled to take place so that participants can attend AFTER their shifts have ended. Each Screening Personnel Information Session can accommodate 50 people in relation to Class 1 and 2 airports, and 20 people at smaller airports and each will be filled on a first come first served basis. We will have a choice of sessions available and we are confident you will be able to find one that meets your needs. It is not necessary that participants attend the Information Sessions prior to visiting the Registration Kiosk but this information session will give you an introduction to the STAS culture and explain the transition process.

We remind you again that it is crucial that all applicants present themselves at the Registration Kiosk while it is available at your airport location to ensure your online applications are verified and processed in a timely manner.

➔ Management and Administrative Positions

Job descriptions for the available management and administrative positions are posted at www.workopolis.ca:

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| <ul style="list-style-type: none">- Directors, Service Delivery- Security Service Managers- Regional Coordinators- Talent Agents | <ul style="list-style-type: none">- Skills Coaches- Technical Support Specialists- Compliance, Quality & Performance Specialists- Service Scheduler |
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Management as well as all other personnel (including screening personnel) who are interested in applying for those positions will be asked to submit a resume for specific positions and send them to STAS.HR@securitas.ca

Please indicate the position you are applying for in the subject line of your email. Interviews will take place during the month of September & October. Deadline to apply is September 10th and we expect all final hiring decisions for these positions will be completed by October 15th.

Please note: **Screening personnel** must still complete the online application for their current position FIRST in order to ensure that we register them officially. Once the online application is complete, they can also send their CV for one of the posted positions if they are interested.

Next Steps

The schedule for all Information Sessions and Registration Kiosks will be posted on www.securitas.ca. We will begin our visits and interviews starting September 2.

In the meantime, please review the Frequently Asked Questions section below, and keep checking back at www.securitas.ca for updated FAQs.

If you have any questions, send them to: STAS.HR@securitas.ca. We will make every effort to respond to you within 24 hours.



Frequently Asked Questions

- **Where do current Point Leaders apply for their positions?**
Point Leaders can apply via the www.securitasjobs.ca website.
- **I applied online and I received the response: “There are no positions available for you at this time.” I thought it was STAS’ intention to hire all qualified screening personnel in the region?**
We have noticed that many applicants are indicating answers to the candidate pre-assessment that may not represent what they meant to say. In most cases, after an email to STAS.HR@securitas.ca the problem has been fixed. Example: A few people indicated that they were NOT 18 years of age. Clearly if you are currently employed with a Security screening provider, you must be 18 years of age, we realize that this is an error but we must confirm the correct answer with you. A few people answered YES when asked if they were ever convicted of a criminal offense for which a pardon was not granted. Again, your current employer as well as the airport authority who issues your restricted area badge would not allow you to do your job if this was true. If you have any issues with the online application process, email us at www.STAS.HR@securitas.ca and we will help you out.
- **I applied for the wrong position. What do I do now?**
Email us to let us know and your application will be transferred into the current position.
- **The assessment questions have nothing to do with the job we do every day. Why do we have to do it?**
We realize that the assessment is geared towards the “guarding” position. These questions should be easily answered by individuals with your experience. The assessment is used to calculate judgement (does the person answering the questions know right from wrong). This assessment will also be used to identify other training opportunities. We emphasize that the result of this assessment will not impact your employment with STAS.

Keep checking www.securitas.ca for more information and an updated list of FAQs.