

ALBERTA YOUTH EMPLOYMENT INCENTIVE (AYEI)



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HOW TO ADD YOUTH EMPLOYEE INFORMATION

- 1 Log in to your CAREERS Employer Portal account [HERE](#).
- 2 From the main menu, select *My Incentives*, then click *View* next to the incentive application you want to add youth employee information to.

The screenshot shows the CAREERS Employer Portal navigation bar with 'My Incentives' highlighted. Below the navigation bar is a table of incentives. The first row is highlighted with a yellow box around the 'View' button.

Name	Status	Total Approved Amount	Total Payment Sent	View	Actions
1 10/07/2025-AYEI-Funki Donuts_Test	Eligible	\$4,000.00	\$0.00	View	
2 10/08/2025-AYEI-Funki Donuts_Test	Cancelled - Ap...		\$0.00	View	

- 3 Click the down arrow in the top right corner and select *Add Youth for AYEI*.

The screenshot shows the details of an incentive application for '10/07/2025-AYEI-Funki Donuts_Test'. A dropdown menu is open in the top right corner, showing the option 'Add Youth for AYEI' highlighted with a yellow box.

Incentive Type	Incentive Status	Total Approved Amount	Total Approved Hours	Organization Name	Owner
AYEI	Eligible	\$4,000.00	400	Funki Donuts_Test	Sharon Funki_Testi...

- 4 Select the youth position you want to add an employee to, then click *Next*.

Note: Only positions that are still open or unfilled will appear in the list. If you do not see a position available, you may have already added information or will need to add a new position first. Please contact our team for assistance or view the instructions on How to Add a New Position.

The screenshot shows the 'Add Youth for AYEI' form. A dropdown menu is open, showing the option 'Food Production' highlighted with a yellow box. The 'Next' button is also highlighted with a yellow box.

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- 5** Enter the youth employee's information by answering the eligibility questions and completing all required fields. Click **Next** to continue.

Add Youth for AYEI

To be eligible for this incentive, youth must meet all the following criteria. Please confirm the youth you are hiring:

- *Is NOT an immediate family member of an owner of the organization.
- *Is a Canadian Citizen or permanent resident
- *Resides and will work in Alberta
- *Is NOT a Temporary Foreign Worker
- *Will hold this position for AT LEAST 200 hours
- *Will NOT be employed in this position prior the start date
- *Will be between the ages of 15-24 on the start date

Next

Add Youth for AYEI

▼ Add a new youth contact

- *First Name
- *Last Name
- *Birthdate
- *Gender
- *Email
- Phone

**This form may take up to 60 seconds to submit.
Please do not leave this browser or click any other buttons
until the submission has finished.**

- 6** Once the youth employee is successfully added, their details will appear under the **My Interns** tab. The CAREERS AYEI team will review the information, and you will receive an email confirmation with details on next steps. If approved, your application status will be updated once the review is complete.

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE, PLEASE CONTACT THE AYEI TEAM.