

# QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM

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QUIP On-Campus Employer Manual

2025 - 2026

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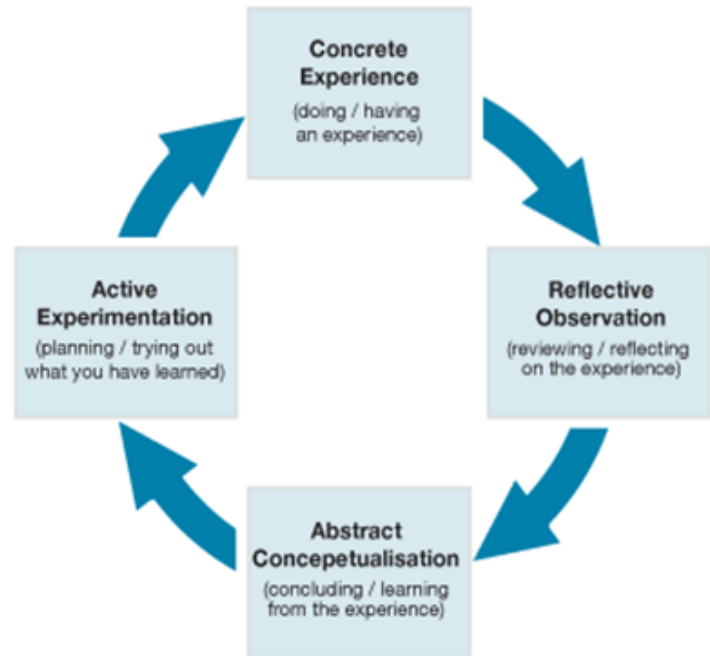
## Welcome to QUIP

QUIP Internships give students the opportunity to develop skills and knowledge through a structured experiential learning program. Students acquire hands-on experience in professional settings, build contacts, learn about workplace expectations, explore career options, bridge theory and practice, and develop skills. Interns graduate with expanded credentials and networks, as the internship is a component of their academic program.

Increasing the number of experiential learning opportunities for students is a priority for the university, and departments on campus can participate by providing QUIP internships for students. Queen's students have a broad range of skills and experiences that they can bring to their internship positions and can make significant contributions during their internships.

The QUIP program is coordinated through a partnership between Faculties/Schools (the academic components) and Career Services (the job search, employer support, and administrative components). As a department, you can create an internship that will give a student the opportunity to engage in significant projects, experience work in a professional setting, and receive regular coaching and performance evaluations to help them build skills and confidence.

### *The Experiential Learning Cycle*



**Figure 1.** Kolb, D. A. and Fry, R. (1984). *Experiential Learning: Experience as the source of learning and development*. Englewood Cliffs, NJ: Prentice Hall.

## PROGRAM OVERVIEW



## Internship Parameters

|                                                        |                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Length of appointment</i>                           | 12-16 months.<br>No renewal permitted after 16 months, and no further notice is required at the end of the contract.                                                                                                                                                              |
| <i>Timing</i>                                          | Most internships start in May or September.<br>It is sometimes possible for a January start date, but this tends to be more complicated for students and less desirable.                                                                                                          |
| <i>Hours of work</i>                                   | 35 hours/week. Exact schedule of daily start and end times to be determined by department. Interns <b>should not</b> work overtime.                                                                                                                                               |
| <i>Probationary Period</i>                             | 6 months                                                                                                                                                                                                                                                                          |
| <i>Benefits</i>                                        | Not pension or benefits eligible.                                                                                                                                                                                                                                                 |
| <i>Salary</i>                                          | Determined by department. See page 7 for suggested salary ranges.<br>Students are paid monthly.                                                                                                                                                                                   |
| <i>Vacation</i>                                        | 10 days for any 12-month contract period.<br>All vacation days <b>should</b> be used within the contract period.                                                                                                                                                                  |
| <i>Sick leave</i>                                      | Up to 9 paid incidental sick days. Should there be questions related to the payment of sick leave, management of longer-term absences, and/or medical accommodation at the University, please consult with Employee Wellness Services within HR.                                  |
| <i>Intellectual property</i>                           | If you want to address intellectual property concerns in your offer letter, please speak with the HR Advisor preparing the letter.                                                                                                                                                |
| <i>Canadian Police Information Centre (CPIC) Check</i> | Departments can choose to require a CPIC or not; if you do, ensure that this requirement is included in the job qualifications in your job posting.                                                                                                                               |
| <i>Termination</i>                                     | In the rare event of a termination, ESA regulations will apply. Should you have concerns about the performance of an intern, please be in contact with the QUIP office, your HR Advisor and Employee Wellness (if applicable) as soon as possible to discuss process and options. |
| <i>Nature of work</i>                                  | There is a range of what work can form a strong internship learning experience for students. See page 5 for details about typical positions.                                                                                                                                      |

QUIP Interns will be entitled to all items governed by the Employment Standards Act and most general Queen's policies apply.

## Participating Academic Programs

QUIP is open to domestic and international undergraduate students in the Smith Engineering at Queen's, Faculty of Arts and Science, the School of Computing, and the Faculty of Health Sciences. Students from the following disciplines can participate in QUIP:

### **COMPUTING**

Biomedical Computing  
Cognitive Science  
Computer Science  
Computing  
Computing & Mathematics  
Computing & the Creative Arts  
Software Design

### **CREATIVE ARTS**

Computing & the Creative Arts  
Drama  
Film & Media  
Media & Performance Production  
Music

### **ENGINEERING**

Chemical Engineering  
Civil Engineering  
Computer Engineering  
Electrical and Computer Engineering  
Innovation  
Electrical Engineering  
Engineering Chemistry  
Engineering Physics  
Geological Engineering  
Mathematics & Engineering  
Mechanical Engineering  
Mechatronics and Robotics Engineering  
Mining Engineering

### **HEALTH**

Health Sciences

### **HUMANITIES**

Art History  
Classics and Archaeology  
English Language & Literature  
History  
Indigenous Studies  
Languages, Literatures, &  
Cultures  
Philosophy  
Religious Studies

### **LANGUAGES**

French Studies  
German Studies  
Hispanic Studies  
Linguistics

### **SOCIAL SCIENCES**

Applied Economics  
Economics  
Environmental Studies  
Gender Studies  
Geography  
Global Development Studies  
Health Studies  
Political Studies  
Politics, Philosophy and  
Economics  
Psychology  
Sociology  
Statistics

### **LIFE & PHYSICAL SCIENCES**

Astrophysics  
Biochemistry  
Biology  
Biology & Mathematics  
Biology & Psychology  
Biotechnology  
Chemistry  
Earth System Science  
Environmental Biology  
Environmental Chemistry  
Environmental Geology  
Environmental Life Science  
Environmental Science  
Environmental Toxicology  
Geography  
Geological Sciences  
Kinesiology  
Life Sciences  
Mathematical Physics  
Mathematics  
Physics  
Psychology  
Statistics

## Creating a QUIP Internship in Your Department

1. **Review the *QUIP On-Campus Employer Manual* in full.**
2. **Review the *On-Campus Employer Resources* section of the *QUIP* webpage.**
3. **Create a job description.**

Determine the nature of the position and its activities and write a job description. Please see [Appendix A](#) for a job description template, and [Appendix B](#) for a sample job description. Consider an internship within one of the follow categories:

| <b>Category</b>                                | <b>Description of category</b>                                                                                                                                          | <b>Example job titles</b>                                       |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <i>Project and administration coordination</i> | Coordinates one or more projects and/or activities for a department.                                                                                                    | Project Intern, Project Coordinator, Office Coordination Intern |
| <i>Information and technical systems</i>       | Provides service and/or technical support to the university's information technology infrastructure.                                                                    | Solutions Intern, Programming Intern                            |
| <i>Communications</i>                          | Contributes to and/or coordinates activities such as communications, public relations, publications, website and/or social media.                                       | Communications Intern, PR Intern, Publications Intern           |
| <i>Student service/support</i>                 | Contributes to and provides direct services to students, such as advising.<br>Promotes the well-being of individuals and creating a positive and equitable environment. | <i>Advising Intern</i>                                          |
| <i>Finance and accounting</i>                  | Contributes to financial and accounting activities.                                                                                                                     | Accounting Intern, Budget Intern                                |

**Note: School of Computing students** are eligible to apply only to positions specifically approved for their program and that involve tasks such as working with Programming languages (SQL, Java, C, C++), Coding, Scripting, and Troubleshooting, Operating Systems (e.g., UNIX, Linus), etc. If the position you intend to post involves any of those tasks, please be sure to outline them in the job description.

"Hiring an intern has been a real benefit to our department. He has brought fresh perspective to a strategic development project and is able to add additional and valuable depth to many of our initiatives. He is keen to take on tasks to help the whole office, and we know we can rely on the quality of his work."

**Claire O'Brien**

*Teaching and Learning Coordinator*

*Office of the Provost and Vice Principal (Academic)*

#### 4. Consult with Human Resources.

Connect with your HR Advisor to ensure the type of work and tasks are appropriate for an intern in your unit and do not conflict with any collective agreements. You can also reach out to [quip@queensu.ca](mailto:quip@queensu.ca) with questions or examples or previous intern job descriptions.

#### 5. Determine the salary.

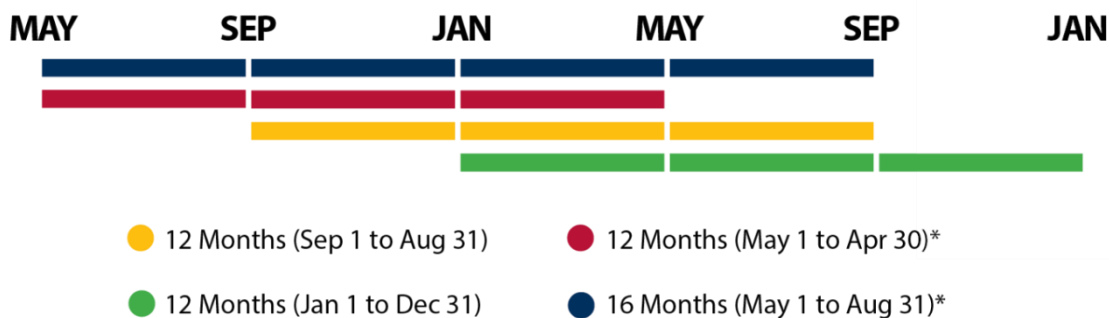
Departments determine the salary for internship positions. The following salary chart provides suggested ranges and was created based on a review of salaries of internships in other organizations.

|                                                                                                                            |                                                                  |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <i>If the nature of the work of the internship position is most closely related to that at <b>Grade 5</b>, Step 1 – 3.</i> | Recommended annual salary range is<br><b>\$35,447 – \$37,514</b> |
| <i>If the nature of the work of the internship position is most closely related to that at <b>Grade 6</b>, Step 1 – 3.</i> | Recommended annual salary range is<br><b>\$40,195 – \$42,539</b> |
| <i>If the nature of the work of the internship position is most closely related to that at <b>Grade 7</b>, Step 1 – 3.</i> | Recommended annual salary range is<br><b>\$45,581 – \$48,239</b> |

When determining salary, consider this role with respect to your normally graded positions in your department. The ranges presented here are **75%** of the starting rates for staff positions performing work similar in nature. For budgeting purposes, we recommend you use an estimate of 10% on top of salary for employer-paid premiums (CPP, EI, EHT, and WSIB) based on current rates. For assistance in determining a comparable grade, please contact your HR Advisor.

#### 6. Determine start and end dates.

### TYPICAL WORK TERMS



## 7. Confirm Approval for the Position

Complete [HR-FRM-057 Approval to Create a QUIP Internship](#).

The HR form needs to be completed and signed with **two** approval signatures to confirm departmental funding is available for the internship.

Please email this form and the job description to [quip@queensu.ca](mailto:quip@queensu.ca) when complete. The QUIP office will send you confirmation and you can move forward to Step 8.

If you are hiring multiple interns for the same role, you can use one HR-FRM-057.

## 8. Post the Position.

### RECOMMENDED RECRUITMENT PERIODS

| Internship Start Date | Peak Time to Post Jobs    | Recommended Period for Interviews | Recommended Period for Job Offers |
|-----------------------|---------------------------|-----------------------------------|-----------------------------------|
| January or May*       | Mid-September to October* | October*                          | October-November*                 |
| May or September      | January-February          | February                          | February-March                    |
| September             | May-June                  | June-July                         | June-July                         |

**\* Note:** Most common recruitment period

Follow the step-by-step MyCareer instructions found in [Appendix C](#).

Once your position is posted, the QUIP team at Career Services will work to get the word out to students. If you know of students through your own networks who may be interested, please direct them to contact [quip@queensu.ca](mailto:quip@queensu.ca).



## Interviews and Job Offers

### 1. Review and Interview Candidates

- a) You may choose to conduct interviews on an ongoing basis. Alternatively, you can review the applicants in the bundle from QUIP.

#### ***View students' applications as they are submitted.***

By logging into MyCareer / Queen's Undergraduate Internship Program / QUIP Job Board, employers can view the number of applications received for each job posting (column "# of Applications") and the application submitted by each student ("Click to view"). This option allows employers to "Download Package" or access to a "Quick Preview" of the students' applications.

#### ***Receive applications bundle after the job posting's applications deadline.***

Employers will receive the students' application bundle in one single PDF file to the email address linked to the job posting the business day after the application deadline. All students in the bundle are registered in QUIP and eligible for a 12-16 months internship.

- b) Decide which candidates you would like to interview and email [quip@queensu.ca](mailto:quip@queensu.ca) to arrange interviews on your behalf. Alternatively, you may connect with candidates directly. However, we do ask that you cc [quip@queensu.ca](mailto:quip@queensu.ca) on all correspondence so we can provide the best support to students in their preparation.
- c) Complete your interview and assessment process. You will determine your interview process. There are no set questions required.

### 2. Make a Job Offer

- a) During peak recruitment periods, students may receive multiple job offers. We therefore ask that all offers are extended through the QUIP Office. Please send the list of the candidates you wish to hire to the QUIP Office ([quip@queensu.ca](mailto:quip@queensu.ca)) and wait for confirmation from the QUIP Office that your selected candidates are still available for hire.
- b) Send the verbal intent to offer directly to the student, copying [quip@queensu.ca](mailto:quip@queensu.ca) so we can provide support as they make their decision, or you can request QUIP to send the offer to the student on your behalf.

Please provide the following information:

- Student name
- Job ID
- Job Title
- Start Date
- Duration or end date
- Location
- Salary
- Number of working hours per week

- Deadline to respond – date and time (please ensure the students have at least 2 business days to respond to the offer)
- a) The QUIP Office will contact you with the student's decision. If the student has further questions about the offer, the QUIP Office will connect you and the student via email.

### ***3. Hire the Successful Candidate***

Once the student(s) has/have accepted the verbal intent to offer, complete Step 2 of **HR FRM 057 Approval to Create a QUIP Internship** and send it to your HR Advisor. They will complete the offer letter and review it with you.

## Onboarding and Supervising a QUIP Intern

The onboarding for your QUIP intern will likely follow a similar process to when you orient other new team members. The New Employee Onboarding Checklist on the Queen's HR Intranet provides an easy-to-follow process. Please also see [Appendix E](#) for a Remote Onboarding Checklist. Because of the unique nature of these experiential learning positions, there are some additional considerations:

### ***Intern Contact Information:***

Interns will already have a Queen's NetID and email address in their role as students. However, for their work, please ask the intern to use their new employee NetID and email account (created automatically once their contract is in the system) rather than their student NetID and email account for all work-related activities. This allows you to give interns access to systems required for their position using the NetID associated with the internship and then terminate this access at the end of the internship. For complete details about the use of the employee email account see the [Fact Sheet](#) from the Records Management and Privacy Office and work with your department's IT Admin Rep if you have any questions.

### ***QUIP Program Information:***

Interns will have attended a Pre-Departure Session with a QUIP Coordinator and will have received a copy of the QUIP Pre-Departure Manual. If your intern(s) has any questions about the QUIP program that you cannot answer, please ask them to contact [quip@queensu.ca](mailto:quip@queensu.ca).

### ***Check-Ins and Questions from the QUIP Coordinator:***

You and the intern will receive an email check-in from QUIP within the first few weeks of the student's internship. This is a chance for you to let us know that things are going well, and to seek our assistance if you have any questions or if there is anything not going smoothly. Throughout the internship promptly inform the intern and the QUIP team should there be any current or impending issues that may materially affect the intern's employment status.

### ***Performance and Learning:***

The goal of the internship is a positive learning experience for the intern. Your role as employer includes providing meaningful work and on-going supervision and coaching. Specifically, you will

- Complete performance evaluations at 4, 8, and 12 months (and 16 if applicable). Every four months your intern will give you the appropriate performance evaluation form. After you complete your section, please meet with the intern, and discuss their goals and performance. The intern will then send the completed form to QUIP.
- Ensure the intern knows who to go to for questions and support with their work.
- Provide regular feedback and coaching.
- Possibly be asked to review a draft of the intern's final report that they will be submitting near the end of their internship.

### ***Questions or Concerns?***

The QUIP team is available throughout the internship should you or your intern(s) have any questions or concerns – send an email to [quip@queensu.ca](mailto:quip@queensu.ca).

## Best Practices for Indigeneity, Equity, Diversity, Inclusion, Accessibility, and Anti-Racism (I-EDIAA) in Student Recruiting

Queen's University is committed to recruiting processes that support diversity, equity, and inclusion. These guidelines offer best practices to consider when recruiting at Queen's, helping to foster meaningful engagement with a variety of students and offer an inclusive recruiting process.

We have consulted across Queen's University faculties, the human rights and equity office, and student services units to develop the following recommendations on supporting students from equity-deserving backgrounds and to contribute to your goals for improving equity and inclusion in your organization.

### **Queen's Principles for Campus Recruiting:**

1. To ensure all organizations recruiting students and graduates through our career offices use recruiting practices that are open, accessible, and inclusive with respect to many aspects of diversity including ethnicity, gender, race, sexual orientation, ability, and socioeconomic status.
2. To provide supports for our employers about best practices for recruitment with an EDII lens, specific to student and new graduate populations, from engaging with students and posting jobs to interviews.
3. To communicate our policies and procedures when engaging with students (on-campus or virtually) and coordinating processes for receiving and responding to disclosures of inappropriate incidents involving discrimination, harassment, or sexual violence with recruiters.

### **Please refer to the following for more information:**

- [Employer Terms and Conditions](#)
- [Engaging Diverse Student Talent](#)

Should you require additional support and assistance regarding EDII best practices for student internships recruitment, please contact [quip@queensu.ca](mailto:quip@queensu.ca).

## Frequently Asked Questions

### **How are internships funded?**

Departments are fully responsible for funding the salary of the intern. If they are using additional sources of funding, they will need to ensure it can be used to pay an intern that is receiving academic credit. Post secondary institutions do not qualify for Ontario Co-op Tax Credit or Government of Canada Student Work Placement Program.

### **Can units share an intern?**

Yes, this can be a good option for departments that don't have enough work or resources for a full-year, full-time position. There are additional considerations to keep in mind around supervision and reporting structures that hiring managers would need to discuss in advance of recruitment.

### **Do positions have to be posted if the department has a student in mind?**

It is recommended to post positions to provide opportunity to the broadest and most diverse group of students. That said, units can hire the student they have in mind if they are eligible for QUIP, there is no requirement to post. The QUIP team can follow up with the student if they are not currently registered in QUIP.

### **Do interns receive a staff card?**

No. Interns have a unique status at the university – students who are working as interns. As students, they are not eligible for staff cards.

### **Do interns go to HR New Staff orientation?**

It is not recommended. While QUIP interns could attend, because they have been students at Queen's for two or three years, they will already know most of the introductory information about the university. Also, their benefit coverage is different, so it might be confusing for them to be at that part of the orientation session. We recommend that units develop their own orientation for the intern(s) to the department and their role.

### **What is the process for extending a position?**

Internships cannot be longer than 16 months. If you would like to extend the position beyond the original end date for up to 16 months (e.g. originally 12 months and you and the intern would like to extend to 16 months), please complete a new HR057 form with the adjusted end date and submit to [quip@queensu.ca](mailto:quip@queensu.ca) and your HRA so they can generate a letter for the intern.

## Appendix A – Job Description Template

**Instructions:** when creating your internship job description, please use the following categories. Consider copying and pasting the categories into a Word document.

***Job title***

***Location***

***Number of positions***

***Salary***

***Job Description***

***Job Qualifications*** (include any requirements like CPIC if applicable)

***Job Start/End Dates***

***Application Deadline*** (we recommend a posting stay up for 2-3 weeks; we also find because students are managing heavy course loads, they tend to apply close to the deadline)

## Appendix B – Sample On-Campus Job Description

**Company/Organization Name:** ABC Department

**Job Title:** Community and Brand Coordinator Intern

**Number of Positions:** 1

**Salary:** \$38,000/year

**Location of Work:** Kingston, Ontario

**Geographic Location of Employer:** Eastern Ontario

**Job Type:** Internship

**Commitment:** 35 hrs/week, 12 – 16 months

**Start Date:** May 2026

**Application Deadline:** Sunday, February 15<sup>th</sup>, 2026 at 11:59PM EST *(An application deadline of 2-3 weeks after the posting is live is recommended)*

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### Job Description:

ABC Department is searching for a student to lead our efforts to promote our services and resources to our university's diverse student population. Our goal is to ensure all students are aware of what we offer and how we can support them. To achieve this, we need talented and hardworking staff.

#### Your Position at Department ABC:

Your job as a Community and Brand Coordinator Intern will be to coordinate ABC's outreach and engagement initiatives. You will be responsible for increasing ABC's presence on-campus and in the community, as well as building relationships with other organizations that support ABC's work.

As a Community and Brand Coordinator Intern, you will also be responsible for the following duties:

- Develop and implement outreach strategies for active ABC campaigns.
- Coordinate the development and distribution of promotional campaign materials.
- Seek out student groups and organizations to explore potential partnership opportunities.
- Identify relevant community events and ensure ABC's participation in such events.
- Other duties as required.

You will be reporting to the Director of Communications. You will be part of a vibrant team with lots of opportunities to learn about the industry and grow your professional skills and network.

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### Required Qualifications:

Candidates must possess the following qualifications:

- Excellent oral and written communication skills.

- Works well independently and as part of a team.
- Project coordination experience (either in a work or co-curricular setting).
- Enrolled in an undergraduate degree program (2<sup>nd</sup> or 3<sup>rd</sup> year) and eligible for QUIP.

**Preferred Qualifications:**

- Excellent knowledge of Social Media platforms.
- Experience working with local community organizations.
- Experience managing a budget (could be in a workplace, for an event or a student/volunteer club/ organization).
- Familiarity with graphic design software.

**How to Apply:**

You must apply through MyCareer. Note that QUIP internships are required to be 12 to 16 months in length.

**Required Application Document:**

Resume

**Optional Application Documents:**

- Cover Letter
- Unofficial Transcripts

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**Employment Equity and Accessibility Statement**

*(This is the University statement – you can use this or a department-specific statement)*

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

The University provides support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at [hadmin@queensu.ca](mailto:hadmin@queensu.ca).



## Appendix C – MyCareer Internship Posting Procedure

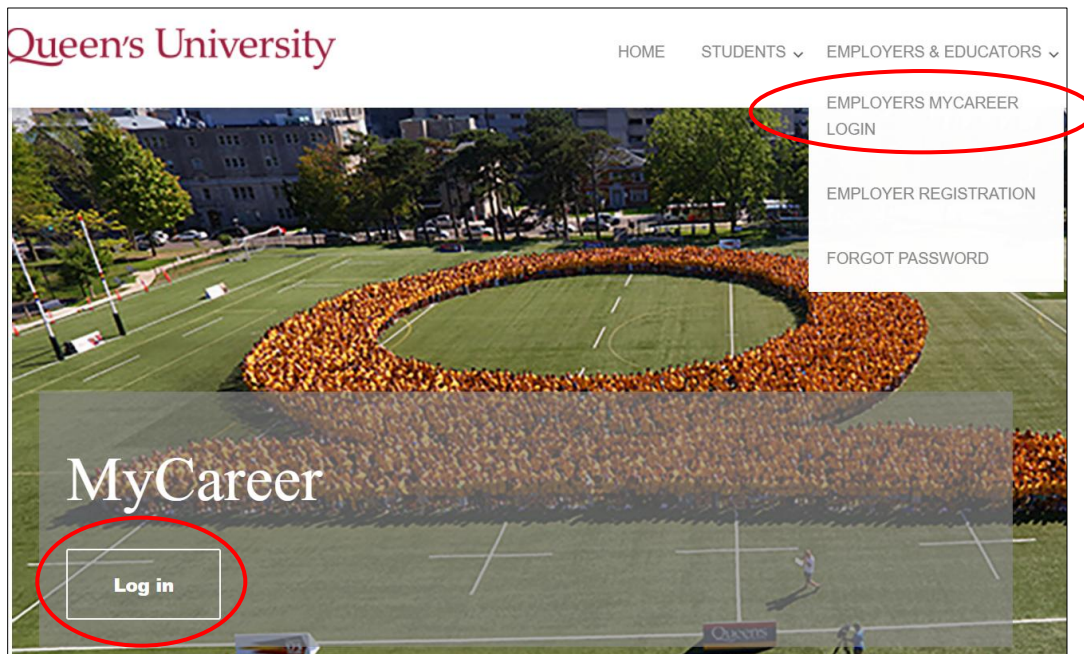
Please use the following step-by-step guide to support your MyCareer Internship posting.

1. Navigate to [MyCareer](#)'s login access via:

Option #1. "Log in" button

- or -

Option #2. "Employers MyCareer Login" from the drop-down menu.



2. Select your user type as "Employers & Educators"

To log in please select your user type:

Student

Alumni

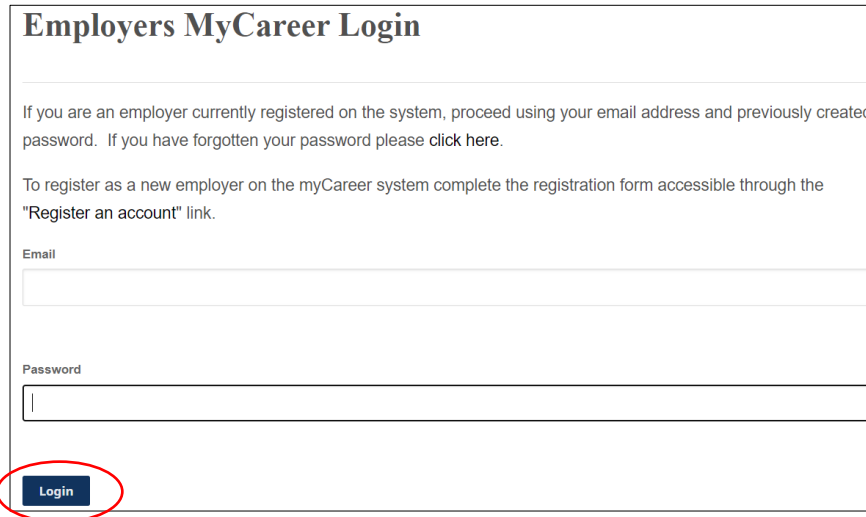
Faculty & Staff

Employers & Educators (circled in red)

**Note:** Although you are faculty or staff at the University, for the purposes of hiring a student intern, you are the "Employer".

3. From the Employer MyCareer Login page:

- a. If you **have** a MyCareer Account, please login with your personal credentials and proceed to #4.



**Employers MyCareer Login**

If you are an employer currently registered on the system, proceed using your email address and previously created password. If you have forgotten your password please [click here](#).

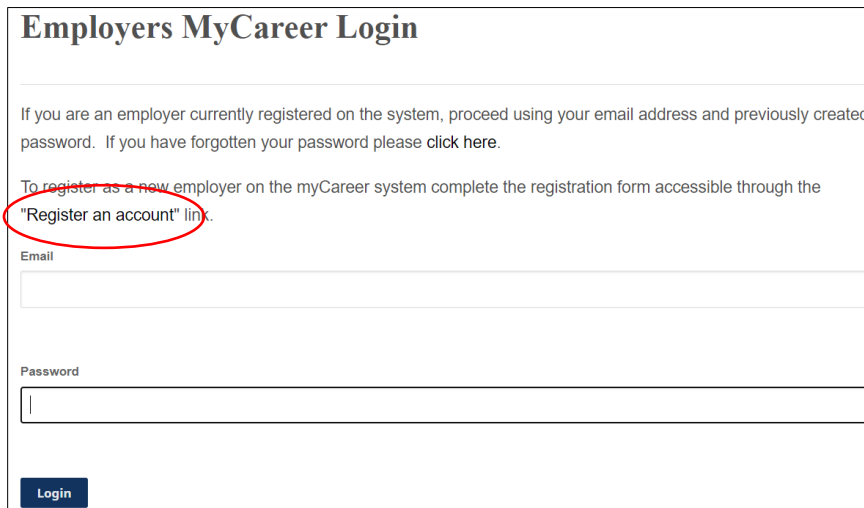
To register as a new employer on the myCareer system complete the registration form accessible through the "Register an account" link.

Email

Password

Login

- b. If you **DO NOT have** a MyCareer Account, please **"Register an Account"**



**Employers MyCareer Login**

If you are an employer currently registered on the system, proceed using your email address and previously created password. If you have forgotten your password please [click here](#).

To register as a new employer on the myCareer system complete the registration form accessible through the **"Register an account" link**.

Email

Password

Login

- c. Complete the Employer registration fields. Please use "**Queen's University**" as your organization and your **department** as the division.

The screenshot shows a web form titled "Employer Registration". It is divided into two main sections: "Organization Information" and "Division Information". Under "Organization Information", there is a text input field for "Company Name". Below this is a blue button labeled "Copy field values from Organization". The "Division Information" section contains three text input fields: "Division Name (Company Name, City)", "Address 1", and "Address 2".

Ensure the "Internships" box is clicked.

The screenshot shows a form titled "Please check the box(es) of the following services you are interested in:". It lists several services, each with a checkbox: "Sponsorship Opportunities", "Job Postings", "Internships", "On campus interviews", "On-Campus Info Sessions", "Interested in the following Employer Events", "Career Fair", "Engineering & Technology Fair", and "Summer Job Fair". The "Internships" checkbox is checked, indicated by a red checkmark. At the bottom of the form is a blue "Continue" button.

**Important:** Please email [quip@queensu.ca](mailto:quip@queensu.ca) after you create and register your MyCareer Account. The QUIP team will need to grant you permission and access to the QUIP Job Board. Only employers with QUIP permission can post on our QUIP job board.

The QUIP Team will inform you when access has been granted. Once you have the QUIP Job Board permission, login to your account and proceed with #4.

#### 4. Go to **QUIP > QUIP Job Board> Post a Job**

#### 5. Read and Accept the Terms and Conditions:

Scroll down to **“Job Posting Information”** and complete required fields using the job description and any additional information provided by email.

Example:

| Job Posting Information                                                                                                                                       |                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| To be eligible as a QUIP - Queen's University Internship Program posting, the duration of the job must be 12-16 months starting in January, May or September. |                                                                  |
| Job start term :                                                                                                                                              | 2024 Jan ▼                                                       |
| Position Title *:                                                                                                                                             | Projects Intern                                                  |
| Number of Positions *:                                                                                                                                        | 1                                                                |
| Salary :                                                                                                                                                      |                                                                  |
| Location of Work *:                                                                                                                                           | Queen's University                                               |
| Geographic Location :                                                                                                                                         | Eastern Ontario (Ottawa, King: ▼                                 |
| Is this internship paid? *:                                                                                                                                   | <input checked="" type="radio"/> yes<br><input type="radio"/> no |
| Is this internship full-time? (min 35 hrs/week) *:                                                                                                            | <input checked="" type="radio"/> Yes<br><input type="radio"/> No |
| Job Length: 4, 8, 12, 16 months; permanent/continuing; other; unknown; (please include all that apply) *:                                                     | 12-16 months                                                     |

Please include a description of duties and responsibilities of the role. Background information about your company may also be helpful to prospective candidates.

**Job Description \***

Source D G P A X F L R S Q B H

**B I S I<sub>x</sub>** | **[List]** | **[Align]** | **[Indent]** | **[Outdent]** | **[Bulleted]** | **[Numbered]** | **[Decrease Indent]** | **[Increase Indent]** | **[Link]** | **[Unlink]** | **[Image]** | **[Table]** | **[Columns]** | **[Omega]** | **[More]**

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Help shape Career Services at Queen's!

Career Services helps undergraduate students, graduate students, and recent alumni from all disciplines. We offer a comprehensive range of accessible services to support and empower individuals in making informed decisions about their career, further education, and employment next steps.

Reporting to the Associate Director, the Projects Interns will support strategic employer relations projects in Career Services.

Tasks of the intern may include:

- Support the development of Career Services initiatives working with various across campus

body

MAX CHARS: 10000    CHARS REMAINING: 8027

**Qualifications \***

Source D G P A X F L R S Q B H

**B I S I<sub>x</sub>** | **[List]** | **[Align]** | **[Indent]** | **[Outdent]** | **[Bulleted]** | **[Numbered]** | **[Decrease Indent]** | **[Increase Indent]** | **[Link]** | **[Unlink]** | **[Image]** | **[Table]** | **[Columns]** | **[Omega]** | **[More]**

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**Required Qualifications:**

- An upper-year student enrolled in Queen's Undergraduate Internship Program (QUIP) and in good academic standing.
- Project and time management skills (such as creating detailed work plans and spreadsheets) to set and manage timelines and goals so that projects are completed on time, event planning experience an asset.
- Interpersonal skills for collaborating with team members and communicating with contacts for collaboration and information sharing.

**Preferred Qualifications:**

body

MAX CHARS: 10000    CHARS REMAINING: 8862



|                                                         |                                  |         |
|---------------------------------------------------------|----------------------------------|---------|
| Does this opportunity engage in or support research? *: | <input checked="" type="radio"/> | No      |
|                                                         | <input type="radio"/>            | Yes     |
|                                                         | <input type="radio"/>            | Unknown |

### 1. Upload your Department Logo (optional)

**Company Logo**

An optional **Company Logo** image can be included with this job posting. This **Company Logo** will appear in the job posting's *details* page that students see when searching for jobs. If this is to be a *featured* job posting, then this **Company Logo** will also appear with the posting in the *Student Dashboard*.



**NOTE:** Please ensure the colour mode of the image is RGB and **not** CMYK. **Supported Formats:** GIF, JPG, JPEG, PNG, or SVG

### 2. Click 'Submit Posting for Approval'

### 3. You will see your role under your QUIP Postings landing page.

**Test2021 employer**

- Dashboard
- General Job Postings
- Work Study Program
- QUIP**
  - QUIP information
  - QUIP POSTINGS**
  - QUIP Applications
  - QUIP Interviews
- SWEP
- Events / Workshops
- Logout

**QUIP Job Postings**

SAVED FILTERS: - Select -

Current Job Postings

TOTAL RESULTS: 1 DISPLAYING: 1 - 1

« « 1 » »

|                          | Term      | Job ID | Job Title | Organization                                                    | Division                         |
|--------------------------|-----------|--------|-----------|-----------------------------------------------------------------|----------------------------------|
| <input type="checkbox"/> | 2020-2021 | 117716 | Test      | Test Profile for Orbis System Development (Not a Real Employer) | Career Services: Special Project |

« « 1 » »

The QUIP Team will review & approve your role as soon as possible. You will receive email communication when it has gone Live. Connect with [quip@queensu.ca](mailto:quip@queensu.ca) at any time should you encounter any issues.

## Appendix D – Employer Agreement

**In hiring an intern from the Queen's Undergraduate Internship Program (QUIP), you agree to the meet the following conditions:**

### **During the recruitment phase:**

- Follow the [Employer Terms and Conditions](#) for posting positions to the MyCareer webpage.
- Follow the [CACEE Ethical Recruitment Guidelines](#).
- Conduct interviews through, or with the knowledge of, the QUIP Office.
- Extend offers to potential interns through the QUIP Office or copy the QUIP Office on any offer-related communications.

### **During the internship:**

- Fairly compensate the intern for their work.
- Provide training to assist the intern in fulfilling job responsibilities.
- Structure the intern's work activities as were outlined in the interview/hiring process. It is recognized that some changes may be required by the employer's need to react to changing business conditions. Changes to the core responsibilities of the role should be promptly communicated to QUIP staff.
- Assign a mentor to the intern, if available. Mentors can be the intern's direct Supervisor or another appropriate individual within the organization.
- Provide opportunities for personal and professional growth.
- Offer the intern opportunities to interact with professional peers and role models.
- Use the 4-, 8- and 12-month QUIP performance evaluations to provide the intern with feedback regarding areas of strengths, weaknesses and suggestions for self-improvement and skill-development.
- Abide by all applicable laws and regulations as employers, including the Ontario [Occupational Health and Safety Act](#) or jurisdictional equivalent. The employer is responsible for the intern's health and safety at work.
- Provide the intern with a safe workplace adequate for the execution of a meaningful learning experience.
- Promptly communicate any current or impending issues or concerns that may materially affect the intern's employment status, including health and safety concerns, to both the intern and the QUIP Office (ex: injuries, workplace accidents, performance concerns, etc.).
- Access to the Intern by QUIP staff will be provided on paid work time as required.

Any questions about this Employer Attestation please contact the QUIP team at [quip@queensu.ca](mailto:quip@queensu.ca).



## Appendix E – Onboarding Checklist

Below is a helpful checklist for preparing, onboarding, and supervising your QUIP intern. Effective onboarding and supervision processes increase the student's sense of belonging in a new learning environment, reduce the time it takes for them to reach desired productivity levels, and improve their overall learning and performance.

We encourage you to tailor each list to make it as useful as possible for you and your team:

1. Before First Day of Work
2. During First Day of Work
3. During First Two Weeks

### Additional Resources:

- Queen's EL Hub's [Experiential Learning WrapAround](#)
- CEWIL Canada [Tips for Supervising Students Remotely](#)

### Sources:

Higher Education Quality Council of Ontario. 2016. *A Practical Guide for Work-Integrated Learning*. Queen's Printer for Ontario.

Cooper, L., Orrell, J. and Bowden, M. 2010. *Work Integrated Learning: A Guide to Effective Practice*. NY, NY: Routledge.

McClellan, G.S., Creager, K. and Savoca, M. (2018) *A Good Job: Campus Employment as a High-Impact Practice*. Sterling, Virginia: Stylus Publishing.

## 1. Before First Day of Work

| Task                                                                                                              | Date Completed |
|-------------------------------------------------------------------------------------------------------------------|----------------|
| Send introductory email with point-of-contact and arrival details                                                 |                |
| Send general info about your organization, office, policies and regulations                                       |                |
| Send any administrative paper work that can be signed in advance                                                  |                |
| Set-up designated work space, email and organization accounts, and arrange for office keys                        |                |
| Develop a training plan and schedule for first few weeks                                                          |                |
| Send email to your team announcing arrival of new intern and distribute orientation plan to relevant team members |                |
| Send introductory email with point-of-contact and arrival details                                                 |                |

## 2. During First Day of Work

| Task                                                                                                                                                                                                                                                       | Date Completed |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Welcome new intern and show them their workspace                                                                                                                                                                                                           |                |
| Tour the office; introduce intern to staff, location of washrooms, lunchroom, emergency exit, first aid kit and other key health and safety hazards and resources (*Be sure to follow standard health and safety processes as you would for any new staff) |                |
| Provide keys/access cards, work station, supplies                                                                                                                                                                                                          |                |
| Review hours of work, schedule, pay schedule, overtime policy, and vacation planning                                                                                                                                                                       |                |
| Discuss procedures for scheduling time off and unexpected absences                                                                                                                                                                                         |                |
| Review departmental policies for cell phone, personal calls, social media and personal computing                                                                                                                                                           |                |
| Computer and telephone orientation (log-ins, password, networks, email, voicemail)                                                                                                                                                                         |                |
| Review accommodation policies; discuss any required accommodations                                                                                                                                                                                         |                |
| Discuss organizational goals and/or priorities for Equity, Diversity and Inclusivity                                                                                                                                                                       |                |
| Complete any outstanding forms                                                                                                                                                                                                                             |                |
| Review employee resources and supports e.g. employee resource groups, health and wellness services                                                                                                                                                         |                |
| Provide general organization/industry orientation materials to be reviewed                                                                                                                                                                                 |                |
| Consider assigning a team member to take intern to lunch; ensure intern is now included (as appropriate) in team activities                                                                                                                                |                |

### 3. During First Two Weeks

| Task                                                                                                                                                                                                                                                          | Date Completed |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Schedule introductory meeting with supervisor to: review job description, responsibilities, student learning goals, competencies and expectations, frequency of future meetings, how to receive questions and how often intern can expect to receive feedback |                |
| Provide training plan and schedule; consider opportunities for networking                                                                                                                                                                                     |                |
| Review requirements of the university for performance appraisals and timelines for updates and other communications                                                                                                                                           |                |
| Review contact information for university internship coordinator and procedure for information sharing                                                                                                                                                        |                |
| Arrange for any company and/or department specific training (e.g. computer software training)                                                                                                                                                                 |                |
| Ensure site-specific health and safety training is complete                                                                                                                                                                                                   |                |
| Review team meeting protocols and expectations                                                                                                                                                                                                                |                |
| Schedule 1:1 meetings on an ongoing basis to provide ongoing and consistent feedback                                                                                                                                                                          |                |
| Provide meaningful work (either training or substantive work) with increased responsibility                                                                                                                                                                   |                |
| Contact university staff if any concerns arise                                                                                                                                                                                                                |                |
| Ask student for feedback about their first two weeks                                                                                                                                                                                                          |                |