

# Hire a Queen's Intern



## Queen's Undergraduate Internship Program (QUIP)

*Tap into a pool of creative, talented, and ambitious students from one of Canada's most prestigious universities.*

# Employer Guide | 2023-2024

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## 1. Introduction

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**Thank you for your interest in recruiting at Queen's!**

The [Queen's Undergraduate Internship Program](#) (QUIP) offers employers an opportunity to hire interns for a 12-16-month period. The QUIP Office wants to make the process of hiring an intern as easy as possible for both you and our students. The first few pages of this guide give you a brief overview of the program model, while the following pages provide more detailed instructions on the steps required to hire an intern.

We encourage all employers to contact the QUIP Office at any time to discuss how we can help you meet your employment needs.

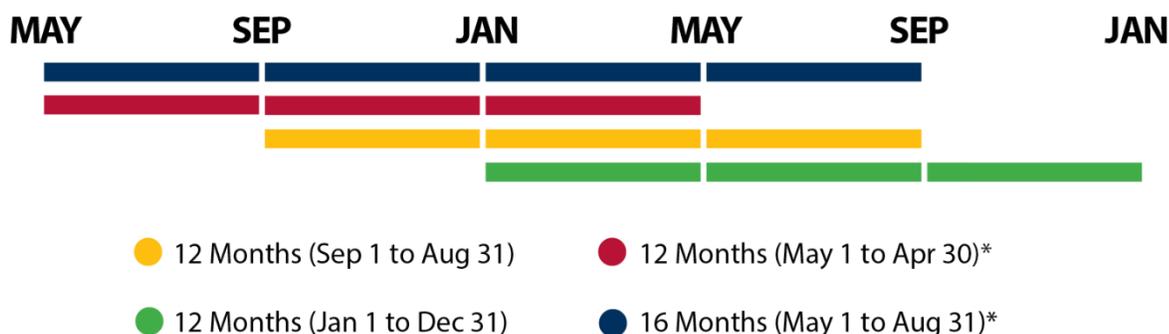
## 2. About QUIP

The Queen's Undergraduate Internship Program (QUIP) provides 2<sup>nd</sup> or 3<sup>rd</sup> year students with 12–16-month work experience. QUIP internships are full-time, paid, professionally supervised, career-related positions offering students the opportunity to learn about current advances, practices, and technologies in business and industry.



Internships are 12 to 16 months – beginning in January, May, or September. Most students are seeking opportunities to begin in May or September – as those dates are most closely aligned with the academic calendar. Internships are paid and must meet local labour laws and employment standards. The average salary of QUIP interns is approximately \$45,000/year.

## TYPICAL WORK TERMS



*\*highest student interest*

## 2.1 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.

### **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

### **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

Students eligible for QUIP will typically have completed two or three years of study and must have a minimum 1.90 GPA along with permission of their department to participate. Employers and students are required to submit three performance evaluations to the QUIP office over the course of the internship and a final work-term report at the end of the year.

## 3. Value for the Employer

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The 12-16-month internship model allows employers to maximize return on training and minimize recruiting costs. During the internship, students will have the chance to apply the knowledge and skills they have been gaining through their classroom and co-curricular experiences at Queen's, making a valuable contribution to your organization. Students bring fresh ideas and creative energy to your team during their internship year, returning to campus to spread the word about their experience and raising your organizations' profile amongst new graduates and future interns.

We offer support to employers throughout the entire internship process, from the recruitment to internship phase:

### A. Recruitment Phase

- We follow a continuous recruitment cycle, so you can post internship positions, interview students, and extend offers when it is convenient for you.
- Our internship-specific job board is simple to access to post your internship opportunities, giving you access to hundreds of QUIP student candidates.
- QUIP helps with posting jobs, scheduling interviews, and offer extension.
- We promote internship positions to campus partners (faculty offices/student groups).
- We create and promote opportunities for you to raise your profile on campus through career fairs, employer information sessions, advertising, and sponsorship packages.

### B. Internship Phase

- We prepare students for the transition from academic study to work settings through 1-1 advising and professional workshops.
- We encourage student learning and skill development through reflection and evaluation components while on internship.
- The QUIP team is always available to offer support to employers and students – email [quip@queensu.ca](mailto:quip@queensu.ca).

### 3.1 Hiring Incentives & Tax Credits

Additional [Hiring Incentives](#) (e.g., wage subsidies and funding) are available through government programs designed to offer support to employers who hire students accredited programs at their school. **We encourage all employers to explore the various programs and apply early.**

Employers in Ontario who hire students enrolled in QUIP may be eligible for the [Ontario Cooperative Education Tax Credit](#). Upon the employer's request, a tax credit letter will be provided by the QUIP Office, verifying the student's enrollment in QUIP, along with their internship start and end dates.

## 4. Best Practices for Equity, Diversity, Inclusion, and Indigenization (EDII) in Student Recruiting

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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 with 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 Intern Recruiting:

1. To ensure all organizations recruiting interns 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 internships, 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.

### Equity, Diversity, Inclusion, and Indigeneity Commitment and Actions:

Queen's University Career Services encourages all employer partners to commit to the following diversity and inclusion actions:

1. Consciously provide interns and employees with educational opportunities to develop diversity and inclusion competency.
2. Take action to create an increasingly diverse and inclusive work force by engaging in continuous organizational self-assessment aimed at decolonizing company traditions and practices.
3. Implement equitable opportunities for historically underrepresented individuals and groups to participate in organizational change within your company despite position or authority.
4. Expand opportunities for your company's senior leadership to understand the experience of historically underrepresented employees by centering their voices and incorporating their feedback into organizational decision making.

### Please read the following 3 documents on EDII and Student Recruitment:

- [Employer Terms and Conditions](#)
- [EDII Best Practices through the Recruitment Cycle](#)
- [Experiential Learning: Investing in Student Skills and Experience Development](#)

For more information, please visit our [Equity, Diversity, Inclusion and Indigenization \(EDII\)](#) webpage. Should you require additional support and assistance regarding EDII best practices for student internships recruitment, please contact [quip@queensu.ca](mailto:quip@queensu.ca).

## 5. Recruitment Timelines

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Participation in QUIP is a competitive process and hiring takes place year-round. This means that you can post positions, conduct interviews, and extend offers at any time during the year. We do not have any posting, ranking, or offer deadlines.

The chart below outlines recommended recruitment periods so that you can access the widest pool of applicants. We encourage students to monitor the QUIP posting board until they have secured a suitable position, however past experience tells us that most students are actively engaged in their job search during the fall and early winter recruitment periods.

### Recommended Recruitment Periods:

Position Start Date	Timeline Options	Peak Time to Post Jobs	Recommended Period for Interviews	Recommended Period for Extending Offers
January*	n/a	Mid-September to October	October	October-November
May**	Option #1	Mid-September to October	October	October-November
	Option #2	January-February	February	February-March
September	Option #1	January-February	February	February-March
	Option #2	May-June	June-July	June-July

**\*Note:** Students at Queen's tend to sign housing leases in early January. In the past we have found that some students feel pressured to decide between searching for an internship and re-signing their lease, therefore we encourage employers to post positions in the Fall semester when possible.

**\*\*Note:** May is the most popular internship start date. Most of our students will begin searching for a May internship in the Fall and early Winter.

## 6. Additional Recruitment Strategies

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We have several ways in which you can increase your organization's profile with Queen's students. We find that an on-campus presence helps students connect with employers and increases the number of applicants an employer can expect to receive for their internship posting.

### A) Host an Information Session

Employer information sessions provide an opportunity to make connections with Queen's students and let them know about your organization and your internship program. Please contact the On Campus Recruiting Team at [gocr@queensu.ca](mailto:gocr@queensu.ca) for booking.

### B) Career Fairs

QUIP employers are encouraged to attend on-campus events to connect directly with students. Employer presence at these events increases student awareness about your company and increases the number of applicants you will receive for the position. It is also an opportunity to connect with our returned interns who may be searching for new graduate positions. Please contact the On Campus Recruiting Team at [gocr@queensu.ca](mailto:gocr@queensu.ca) for booking.

#### Events List:

- **Career Fair** – Friday, September 20, 2023 (online)
- **Engineering and Technology Fair** – Tuesday, October 3, 2023 (in-person)
- **Career Exploration Day** - Wednesday, October 4, 2023 (in-person)
- **Winter Engineering and Technology Fair** – *Dates & Location TBD*

### C) Sponsorship and Advertising

To increase your visibility and brand awareness we offer many varied opportunities. These include information sessions, branding opportunities and sponsorships. Your presence on campus will give you the opportunity to engage with students and better inform them of your recruitment programs. Please contact our On Campus Recruiting Team at [gocr@queensu.ca](mailto:gocr@queensu.ca) for more information about potential opportunities.

## 7. Posting an Internship Position

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Internship positions can be posted directly to our online job posting board within MyCareer. Although postings can be accepted at any time during the year, we recommend that employers refer to the recommended recruitment period chart to access the widest pool of candidates.

Please see [Appendix A](#) for a job description template, and [Appendix B](#) for a sample job description. Once you gather all the necessary information for MyCareer, proceed to posting the role. 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).

### **After the Application Deadline**

We often find that students will wait until near the deadline to apply to a role, as they like to take the maximum amount of time to research the company, review the role, and customize their applications. For this reason, we do not send applications received through MyCareer until the business day after the posting closes.

The business day after the posting closes, applications received through MyCareer will be bundled into one PDF file and sent to the employer's e-mail linked to the posting. The candidates you receive will be registered in QUIP, in good academic standing, and available to be interviewed.

### **On-Going Recruitment**

Please note that you will not be able to access student applications in MyCareer prior to the deadline. If your company participates in on-going recruitment practices, you will need to provide the student with the external application link or email address. This can be placed in the "Application Instructions" section of MyCareer. Students will therefore be encouraged to apply through BOTH MyCareer and your company's portal. Please also disclose in the Application Instructions that you will be reviewing applications on an on-going basis and that is to their advantage to apply as early as possible.

## 8. Interviewing Candidates

All phases of the internship job interview process are tracked with the student and the employer. This allows the best service delivery from the QUIP Team to the student and to the employer. Wherever possible, please cc [quip@queensu.ca](mailto:quip@queensu.ca) on all communications.

### 8.1 Types of Interviews

There are several possible methods to host and conduct your student recruitment interviews. Regardless of which format you choose, we highly recommend giving students **at least 2 business days' notice** prior to the interview. This allows them sufficient time to prepare.

1. **Phone or Virtual Interviews:** The QUIP Office can assist with scheduling phone and video conferencing interviews, such as Zoom or Microsoft Teams.
2. **On-campus Interviews:** Rooms and scheduling service are provided free of charge by the QUIP Office. Employer sends list of candidates, preferred dates, and times to QUIP Office. QUIP Office sends confirmation once all candidates have been scheduled.
3. **On-site Interviews:** If your organization is outside the Kingston area, on-site interviews generally require 4-5 days' notice for students to arrange their academic schedules and transportation. Once we have confirmed the student's availability, we will connect you directly with the student to arrange a time that works for you and your hiring managers.

### 8.2 Steps for Scheduling Interviews

Stage of Interview	Option 1 – QUIP Schedules Interviews on Behalf of Employer	Option 2 – Employer Schedules Interviews
<b>Confirming Candidate Availability</b>	<ul style="list-style-type: none"> <li>• Send a list of the candidates you would like to interview to the QUIP Office (<a href="mailto:quip@queensu.ca">quip@queensu.ca</a>).</li> <li>• Receive confirmation from the QUIP Office that your chosen candidates are still available for an interview.</li> </ul>	<ul style="list-style-type: none"> <li>• It is to your advantage to send a list of the candidates you would like to interview to the QUIP Office (<a href="mailto:quip@queensu.ca">quip@queensu.ca</a>). The QUIP team can then check their availability.</li> <li>• Receive confirmation from the QUIP Office that your chosen candidates are still available for an interview.</li> </ul>
<b>Required Information to Schedule Interviews</b>	<p>If you request the QUIP team to schedule interviews on your behalf, we required the following information:</p> <ul style="list-style-type: none"> <li>• Job ID and Position Title from MyCareer</li> <li>• Name of students</li> <li>• Date(s) and time(s)</li> <li>• Interview Location / Online Platform</li> <li>• Duration of the interviews</li> <li>• Time in between interviews</li> <li>• Duration and time of breaks</li> <li>• Name of interviewers</li> </ul>	<p>With this option, your office will schedule and conduct interviews on your own accord.</p> <p>Please cc <a href="mailto:quip@queensu.ca">quip@queensu.ca</a> on any correspondence with students.</p>
<b>Confirmed Interviews</b>	<p>The QUIP Team will send you the confirmed schedule with the name of the students and the timeslots</p>	<p>With this option, your office will schedule and conduct interviews on your own accord.</p> <p>Please cc <a href="mailto:quip@queensu.ca">quip@queensu.ca</a> on any correspondence with students.</p>

## 9. Job Offers

All phases of the internship job offer process are tracked. Wherever possible, please cc [quip@queensu.ca](mailto:quip@queensu.ca) on all correspondence. This ensures we are aware of any internships being offered so we can best support you as the employer and the student.

### 9.1 Steps for Offering Jobs

Stage of Job Offer	Option 1 – QUIP Extends Offer on Behalf of Employer	Option 2 – Employer Extends Offer Directly to the Student
<b>Confirming Candidate Availability</b>	<ul style="list-style-type: none"> <li>During peak periods, students may be receiving multiple job offers so we ask that all offers are extended through the QUIP Office.</li> <li>Send a list of the candidates you would like to extend an offer to the QUIP Office (<a href="mailto:quip@queensu.ca">quip@queensu.ca</a>).</li> <li>Receive confirmation from the QUIP Office that your chosen candidates are still available for hire.</li> </ul>	<ul style="list-style-type: none"> <li>Send a list of the candidates you would like to extend an offer to the QUIP Office (<a href="mailto:quip@queensu.ca">quip@queensu.ca</a>).</li> <li>Receive confirmation from the QUIP Office that your chosen candidates are still available for hire.</li> </ul> <p>If you contact a student directly, please copy <a href="mailto:quip@queensu.ca">quip@queensu.ca</a> on all correspondence.</p>
<b>Job Offer</b>	<p>Email <a href="mailto:quip@queensu.ca">quip@queensu.ca</a> with the name of your chosen candidate and provide the following mandatory information:</p> <ul style="list-style-type: none"> <li>Job ID and Position title from MyCareer</li> <li>Start date</li> <li>End dates or duration</li> <li>Salary</li> <li>Location</li> <li>Deadline to respond: (EST)</li> </ul> <p>We can extend an offer to the student without the following information, but it is a nice to have:</p> <ul style="list-style-type: none"> <li>Benefits / Vacation</li> <li>Work schedule/overtime hours</li> <li>Any changes to the original job description</li> </ul>	<p>With this option, your office will present the job offer directly to the student with the information that you deem suitable.</p> <p>Please cc the QUIP office on any correspondence with a student.</p>
<b>Job Acceptance</b>	<p>Students have <b>2 business days</b> to reply to a job offer. 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.</p>	<p>With this option, your office will present the job offer directly to the student with the information that you deem suitable.</p> <p>Please cc the QUIP office on any correspondence with a student.</p>

**Student acceptances of offers are deemed to be final, regardless of whether the offer is verbal, conditional, or formal.**

## 10. Employer Commitment

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

### 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 job 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 (or a comparable internal evaluation mechanism) 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.

If you have any questions about the Employer Commitment, connect with us at [quip@queensu.ca](mailto:quip@queensu.ca).

## 11. Accessibility at Queen's

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Queen's is committed to an inclusive campus community with accessible goods, services, and facilities that respect the dignity and independence of persons with disabilities. Accessible formats or appropriate communication supports are available upon request. For more information, please visit our [website](#) or contact the QUIP Coordinator at [quip@queensu.ca](mailto:quip@queensu.ca).

## 12. Contact the QUIP Team

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The best way to reach the QUIP Team is by email.

**Queen's University | Career Services**

**Queen's Undergraduate Internship Program (QUIP)**

Hours: Monday to Friday, 8:30am – 4:30pm (EST)

Email: [quip@queensu.ca](mailto:quip@queensu.ca)

Phone: 613-533-2992

## Appendix A – Job Description Template

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**Instructions:** when creating your internship job description, please use the following categories. Consider copy 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 stays 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 Job Description

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**Company/Organization Name:** ABC Employer

**Job Title:** Community and Brand Coordinator

**Number of Positions:** 1

**Salary:** \$45,000/year

**Location of Work:** Toronto, Ontario

**Geographic Location of Employer:** Greater Toronto Area

**Job Type:** Internship

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

**Start Date:** September 2023

**Deadline:** Monday, May 17<sup>th</sup>, 2023, at 11:59PM EST

**Internal Competition Number:** 123XYZ

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### **Job Description:**

#### Who is ABC Employer?

ABC Employer is an innovative company that specializes in XYZ. We are searching for a student intern to lead our efforts of enhancing local and global awareness of the ABC Employer brand. We aspire to be the world leader in our field. To achieve this, we need talented and hardworking staff.

#### Your Position at Employer ABC

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

As a Community and Brand Coordinator, 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 community 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. We offer a competitive base salary, 3 weeks of vacation in your first year with the company and comprehensive health and dental benefits.

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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.
- Proven ability to work effectively and independently within a culturally diverse environment.
- Respects diversity and promotes inclusion in the workplace.

## **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.

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## **How to Apply:**

**You must apply through BOTH MyCareer and by sending your application to the employer email address indicated below. Note that QUIP internships are required to be 12 to 16 months in length.**

To apply for the Community and Brand Manager Coordinator, please email a cover letter and resume addressed to Hina Asad, Employment Specialist, at [ABCEmployer@gmail.com](mailto:ABCEmployer@gmail.com). The deadline to apply for this position is **Monday, May 17<sup>th</sup>, 2023, at 11:59PM EST.**

ABC Employer will review all applications after the deadline and will contact successful applicants. If you have any questions about the position or how to apply, please contact Hina by phone at 1(613) 123-4567 or by email at [ABCEmployer@gmail.com](mailto:ABCEmployer@gmail.com).

## **Required Application Document:**

- Resume

## **Optional Application Documents:**

- Cover Letter
- Unofficial Transcripts

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## **Employment Equity and Accessibility Statement**

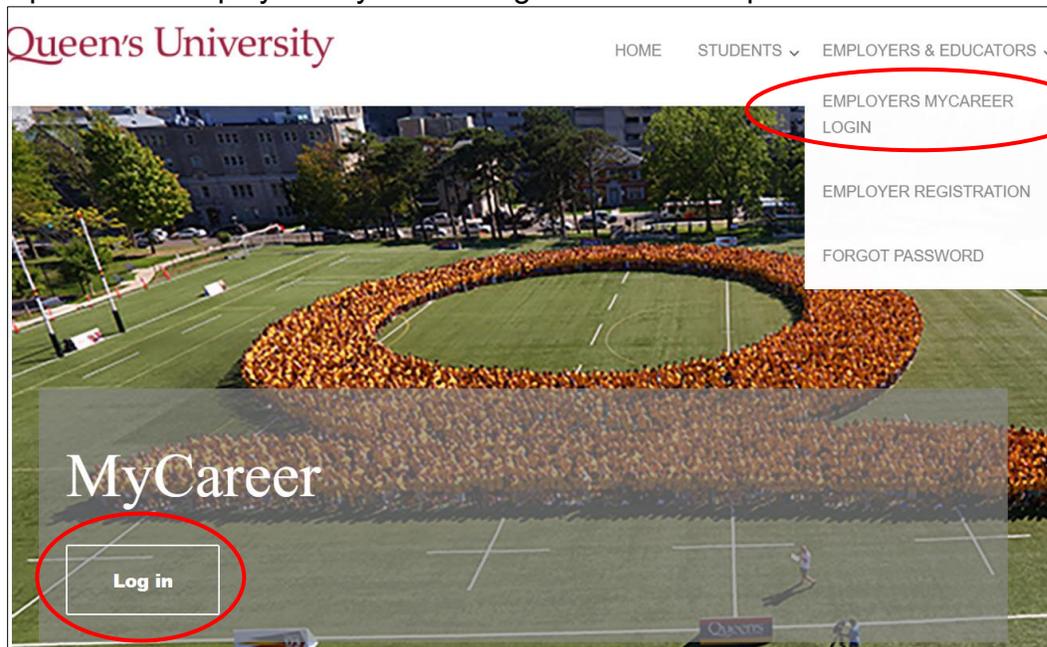
*Insert company-specific equity and accessibility statement.*

## Appendix C – MyCareer Internship Posting Procedure

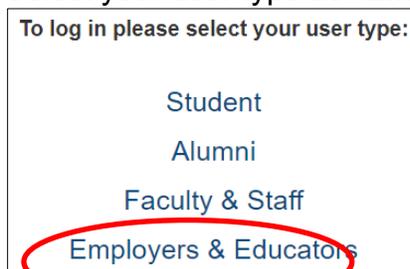
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Please use the following step-by-step guide to support your MyCareer Internship posting.

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"



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

- 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

Complete the Employer registration fields.

### Employer Registration

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#### Organization Information

Company Name

[Copy field values from Organization](#)

#### Division Information

Division Name (Company Name, City)

Address 1

Address 2

Ensure the “Internships” box is clicked.

Please check the box(es) of the following services you are interested in:

Sponsorship Opportunities

Job Postings

Internships

On campus interviews

On-Campus Info Sessions

Interested in the following Employer Events

Career Fair

Engineering & Technology Fair

Summer Job Fair

[Continue](#)

**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

The screenshot shows the QUIP Job Board interface. On the left is a dark red sidebar menu with the following items: 'Test2021 employer', 'Dashboard', 'Job Postings', 'Events / Workshops', 'QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM (QUIP)', 'QUIP Information', 'QUIP FAQ', 'QUIP Registration & Records', 'QUIP JOB BOARD', 'QUIP Interviews', 'Queen's Work Study Program', 'Summer Work Experience Program', and 'Logout'. The main content area is titled 'QUIP Job Board' and features a blue 'Post a Job' button. Below the button is a 'SAVED FILTERS:' dropdown menu set to '- Select-'. A 'Current Job Postings' indicator shows 0. A light blue banner at the bottom of the main area displays the message 'No Records Found.'

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

The screenshot shows a 'Terms And Conditions' dialog box. The title is 'Terms And Conditions'. The text inside reads: 'All prospective employers understand that Queen's University Career Services reserves the right to approve all job postings prior to positions being listed as active on our employment site. This approval process is necessary to ensure that content submitted is relevant to the context of our employment site and our intended site audiences. We reserve the right to reject job postings to our sites, terminate accounts, restrict employers' access to the employment website, based upon our sole discretion. Career Services is a member of CACEE, the Canadian Association of Career Educators and Employers, and adheres to the Guidelines for Ethical Recruitment at Post-Secondary Educational Institutions and expect our employer partners to do so as well. My Career is an online job posting system used by Queen's University Career Services to advertise employment opportunities to Queen's students and alumni. Career Services requires all employers to provide the following information in order to post a job opportunity. Failure to do so may result in the job postings not being...'. At the bottom right of the dialog are two buttons: 'Accept' (highlighted in blue) and 'Decline'.



7. Select “**Current Student – Returning to current degree program**” to be eligible for QUIP:

Choose which of the following student groups who can apply (check all that apply) *:	Current student - graduating	<input type="checkbox"/>
	Current student - returning to current degree program	<input checked="" type="checkbox"/>
	Alumni	<input type="checkbox"/>

8. Under **Application Information**: Select an application deadline and enter any additional special instructions for the candidate to follow. Career Services will also add templated messaging upon approving your role.

**Application Information**

If you would like the candidate to apply by email, please be sure to include the email address in this area.

Application Deadline:\*

Competition # :

Application Instructions \*:

MAX CHARS: 10000 CHARS REMAINING: 10000

9. Select “**Electronically Through MyCareer**” as the Preferred Response Method. Enter the required application documents & any notes for additional requested documents. Note: Resume is required. Cove Letter and Unofficial Transcripts are optional. If official transcripts are required, please specify in “Other Application Documents Required”.

Preferred Response Method *:	<input type="text" value="Electronically Through MyCare"/>						
Application Material Required *:	<table border="1"> <tr> <td>Cover Letter</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Resume</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Unofficial Transcripts</td> <td><input type="checkbox"/></td> </tr> </table>	Cover Letter	<input type="checkbox"/>	Resume	<input checked="" type="checkbox"/>	Unofficial Transcripts	<input type="checkbox"/>
Cover Letter	<input type="checkbox"/>						
Resume	<input checked="" type="checkbox"/>						
Unofficial Transcripts	<input type="checkbox"/>						
Other Application Documents Required :	<input type="text"/>						

10. Select “Yes” or “No” for this question. Research opportunities might contribute to various facets of a research process, such as "embark on inquiry and so determine a need for knowledge/understanding; find/generate needed information/data using appropriate methodology; critically evaluate information/data and the process to find/generate them; organise information collected/generated; synthesise and analyse new knowledge; and communicate knowledge and understanding and the processes used to generate them (Willison & O'Regan, 2007).

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

11. Upload your Company 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*.



[Upload New Image](#)

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

12. Click ‘Submit Posting for Approval’

<a href="#">Submit Posting for Approval</a>	<a href="#">Preview Posting</a>	<a href="#">Delete Posting</a>
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13. You will see your role under your QUIP Postings landing page.

The screenshot shows the QUIP Job Postings interface. On the left is a dark red sidebar with the user's name 'Test2021 employer' and a navigation menu including Dashboard, General Job Postings, Work Study Program, QUIP (with sub-items for information, postings, applications, and interviews), SWEPP, Events / Workshops, and Logout. The main content area is titled 'QUIP Job Postings' and features a 'Post a Job' button. Below this are filter controls: 'SAVED FILTERS: - Select-' and 'Current Job Postings' with a red 'x' to clear it. There are buttons for 'Save Filter', 'Clear Filters', 'Filter', 'Clear Sort', and 'Export'. The results section shows 'TOTAL RESULTS 1' and 'DISPLAYING: 1 - 1'. A table lists one job posting with columns for checkboxes, actions (View, Edit Posting, Copy Posting), Term (2020-2021), Job ID (117716), Job Title (Test), Organization (Test Profile for Orbis System Development (Not a Real Employer)), and Division (Career Services: Special Project). Navigation arrows and a blue circular icon are at the bottom.

14. The QUIP Team will review & approve your role as soon as possible. You will receive email communication when it has gone Live.

15. Connect with [quip@queensu.ca](mailto:quip@queensu.ca) at any time should you encounter any issues.

**Thank you for recruiting with QUIP & Queen's University!**

## Appendix D – Onboarding Checklist

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**Please use the following resources to support your QUIP Intern Supervision.  
These checklists do not need to be submitted to QUIP.**

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 University [COVID-19 information](#)
- Queen's EL Hub's [Experiential Learning WrapAround](#)
- CEWIL Canada [Tips for Onboarding and 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	
Send general info about your organization, office, policies and regulations	

## 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	

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	

### 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	
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	