



# QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM

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QUIP Internships On-Campus – Employer Manual

2022 - 2023





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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 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.

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.

### PROGRAM OVERVIEW



## Internship Parameters

<i>Length of appointment</i>	12-16 months. 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. 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 should not work overtime.
<i>Probationary Period</i>	6 months
<i>Benefits</i>	Not pension or benefits eligible.
<i>Salary</i>	Determined by department. See page 5 for suggested salary ranges. Students are paid monthly.
<i>Vacation</i>	10 days for any 12-month contract period. All vacation days should 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 the Return to Work & Accommodation Office 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 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. Internship roles are not teaching or research roles, or roles working in a technical capacity in a teaching or research laboratory or related area.

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

## Participating Academic Programs

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QUIP is open to domestic and international undergraduate students in the Faculty of Engineering and Applied Science, 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  
 Classical Studies  
 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  
 Geology  
 Kinesiology  
 Life Sciences  
 Mathematical Physics  
 Mathematics  
 Physics  
 Psychology  
 Statistics

## Creating a QUIP Internship in Your Department

1. Review the *QUIP On-Campus 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:

Category	Description of category	Example job titles
<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. Promotes the well-being of individuals and creating a positive and equitable environment.	Advising Intern
<i>Finance and accounting</i>	Contributes to financial and accounting activities.	Accounting Intern, Budget Intern

Notes: Contact [quip@queensu.ca](mailto:quip@queensu.ca) to discuss any internships that you are considering that do not fit into one of these categories. Internship positions supported by research funds should not include work in a technical capacity in a teaching or research laboratory or related area and require consultation with HR before being approved as QUIP internships; please contact your HR Advisor for advice on such cases.

“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. 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.

<p><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></p>	<p>Recommended annual salary range is <b>\$32,794 – \$34,706</b></p>
<p><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></p>	<p>Recommended annual salary range is <b>\$37,186 – \$39,356</b></p>
<p><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></p>	<p>Recommended annual salary range is <b>\$42,170 – \$44,629</b></p>

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.

**5. Determine start and end dates.**

## TYPICAL WORK TERMS



- 12 Months (Sep 1 to Aug 31)
- 12 Months (May 1 to Apr 30)\*
- 12 Months (Jan 1 to Dec 31)
- 16 Months (May 1 to Aug 31)\*

*\*highest student interest*



**6. 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 a confirmation and you can move forward to Step 7.

**7. 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

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### 1. When the Posting Closes

The QUIP office will screen and bundle all student applications into one file. We will send the job bundle to you within 1-business day following the posting closing. Candidate applications within the bundle have confirmed eligibility to proceed with the interview process.

### 2. Interview and Review Candidates

- a) Review the applicants in the bundle that the QUIP team sent to your office.
- 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 best support the student.
- c) Complete your interview and assessment process. You will determine your interview process. There are no set questions required.

### 3. Make a Job Offer

- a) Confirm candidate availability. During peak recruitment periods, students may receive multiple job offers. We therefore ask that all offers are extended through the QUIP Office. Email [quip@queensu.ca](mailto:quip@queensu.ca) with the name of your chosen candidate and the following information:
  - Start and end dates
  - Salary
  - Work schedule
  - Any changes to the original job description
- b) Students will have 2 business days to reply to the 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.
  - Alternatively, you may offer the role directly to the selected candidate(s). However, we do ask that you cc [quip@queensu.ca](mailto:quip@queensu.ca) on all correspondence so we can best support you and the student.

### 4. Hire the Successful Candidate

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

## Onboarding and Supervising a QUIP Intern

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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 2-3 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 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 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 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).

## 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 On-Campus Job Description

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**Company/Organization Name:** ABC Department

**Job Title:** Community and Brand Coordinator

**Number of Positions:** 1

**Salary:** \$33,000/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 2023

**Application Deadline:** Sunday, February 19<sup>th</sup>, 2021 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 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, 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. 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.

**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 Documents:**

- Resume
- Cover Letter

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**Employment Equity and Accessibility Statement**

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

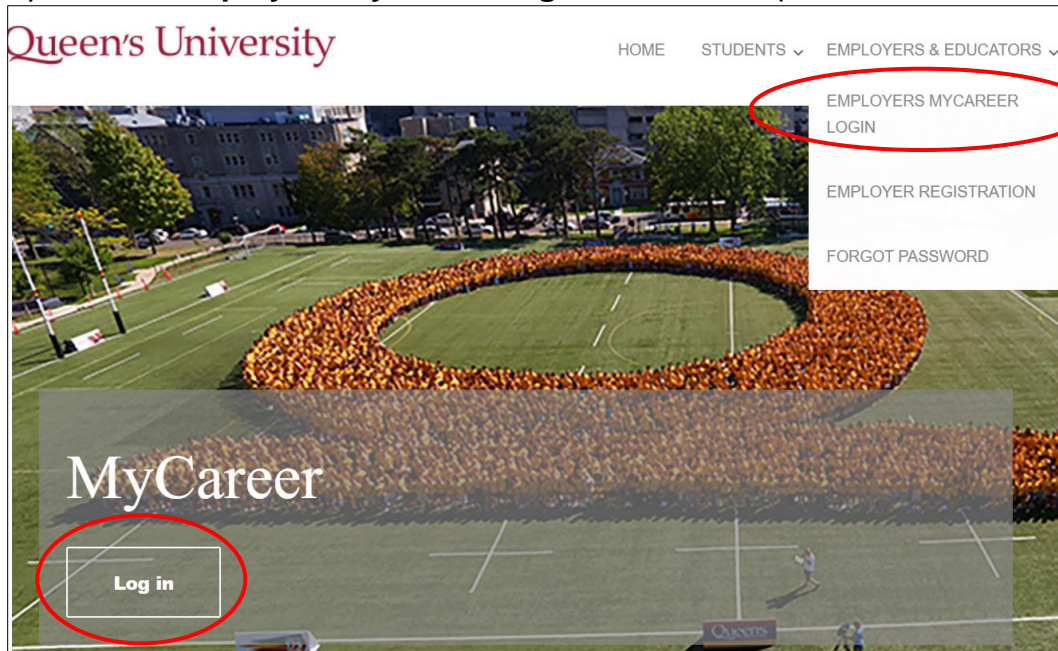
The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

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 [hradmin@queensu.ca](mailto:hradmin@queensu.ca).

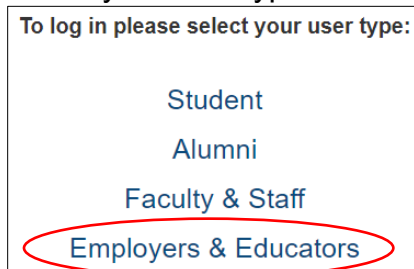
## Appendix C – MyCareer Internship Posting Procedure

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"



**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

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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

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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



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

**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

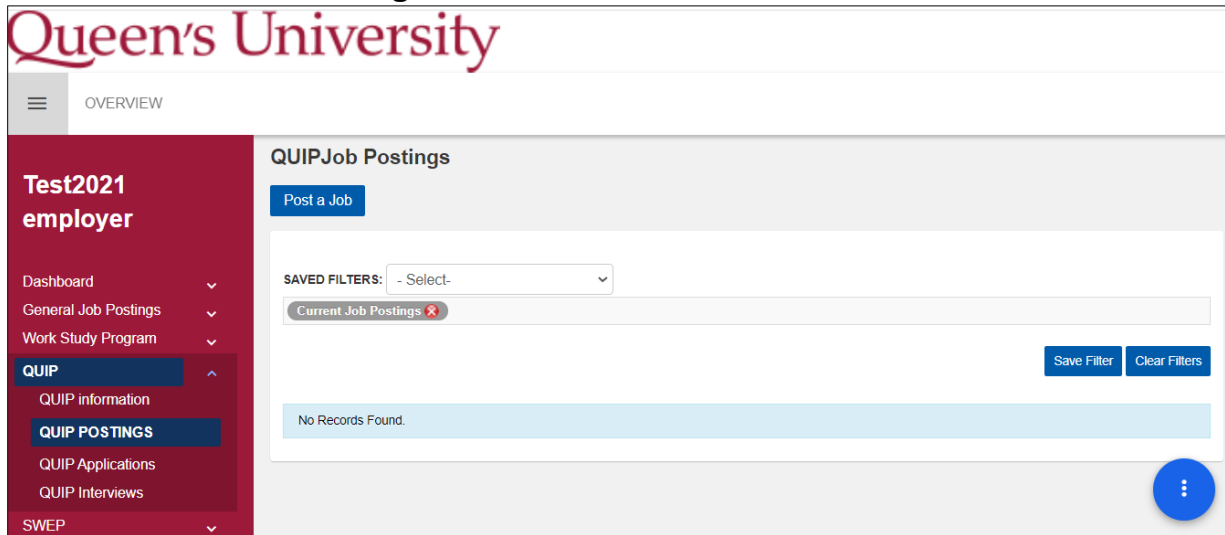
Summer Job Fair

[Continue](#)

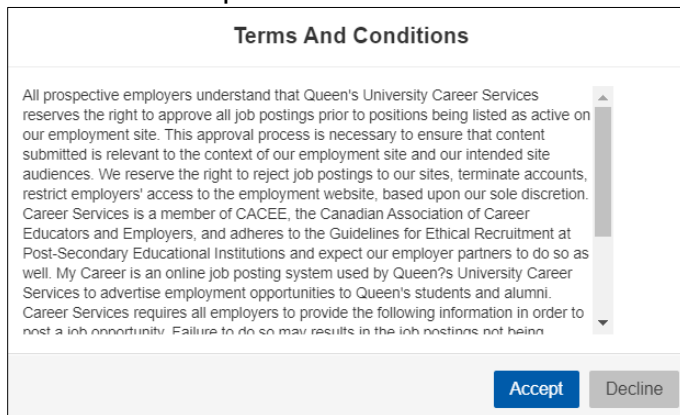
**Important:** Please email [quip@queensu.ca](mailto:quip@queensu.ca) after you create and register your MyCareer Account. The QUIP team will need to grant you permission and access to the QUIP Job Board. Only employers with QUIP permission can post on our QUIP job board.

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 Postings> Post a Job**



5. Read and Accept the Terms and Conditions:



6. 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 Queen's University Internship Program posting, the duration of the job must be 12-16 months starting in January, May or September.

Job Type *:	12-16 Month Internship - May ▾
Position Title *:	Projects Intern
Number of Positions *:	1
Salary :	
Location of Work *:	Kingston, Queen's University (on-ca)
Geographic Location :	Eastern Ontario (Ottawa, King ▾)
Approximate Job Start (month) *:	September 2021
Is this internship paid? *:	<input checked="" type="radio"/> yes <input type="radio"/> no
Is this internship full-time? *:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Job Length: 4, 8, 12, 16 months; permanent/continuing; other; unknown; (please include all that apply) *:	12-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 \*:**

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 and projects with external stakeholders.

body

MAX CHARS: 10000 CHARS REMAINING: 8027

**Qualifications \*:**

**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:**

MAX CHARS: 10000 CHARS REMAINING: 8862

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\*: 05/16/2021 11:59 PM

Competition #:

Application instructions \*:

Source | D | G | D | D | X | C | L | R | Q | B | A | S | T | U | V | W | X | Y | Z | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | + | = | - | \* | / | % | & | @ | # | \$ | % | & | ' | ( | ) | [ | ] | { | } | | | : | ; | , | . | / | ? |

Styles - Format - Font - Size - A - B - I - U - L - P - O - R - T - ?

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

PLEASE NOTE: This position is NOT ELIGIBLE as a Professional Internship opportunity for Computing\* students. If you are a Computing student and apply to this posting, your application will NOT be forwarded to the employer. If you have questions about your eligibility, please contact [quip@queensu.ca](mailto:quip@queensu.ca) before the deadline.

\*Computing & the Creative Arts (COCA) students are still eligible to apply for this position.

|

body

9. Select “**Electronically Through MyCareer**” as the Preferred Response Method. Enter the required application documents & any notes for additional requested documents. Note: Resume AND Cover Letter are required.

Preferred Response Method *:	Electronically Through MyCar				
Application Material Required *:	<table border="1"> <tr> <td>Resume</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Cover Letter</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Resume	<input checked="" type="checkbox"/>	Cover Letter	<input checked="" type="checkbox"/>
Resume	<input checked="" type="checkbox"/>				
Cover Letter	<input checked="" type="checkbox"/>				
Other Application Documents Required (Optional) :	<input type="text"/>				

10. Upload your Department Logo (optional)

**Company Logo**

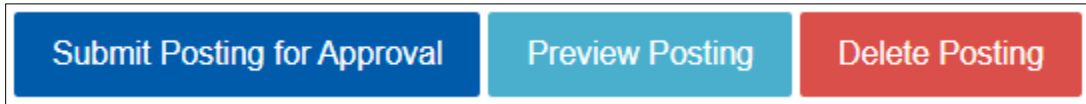
An optional **Company Logo** image can be included with this job posting. This *Company Logo* will appear in the job posting's *details* page that students see when searching for jobs. If this is to be a *featured* job posting, then this *Company Logo* will also appear with the posting in the *Student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



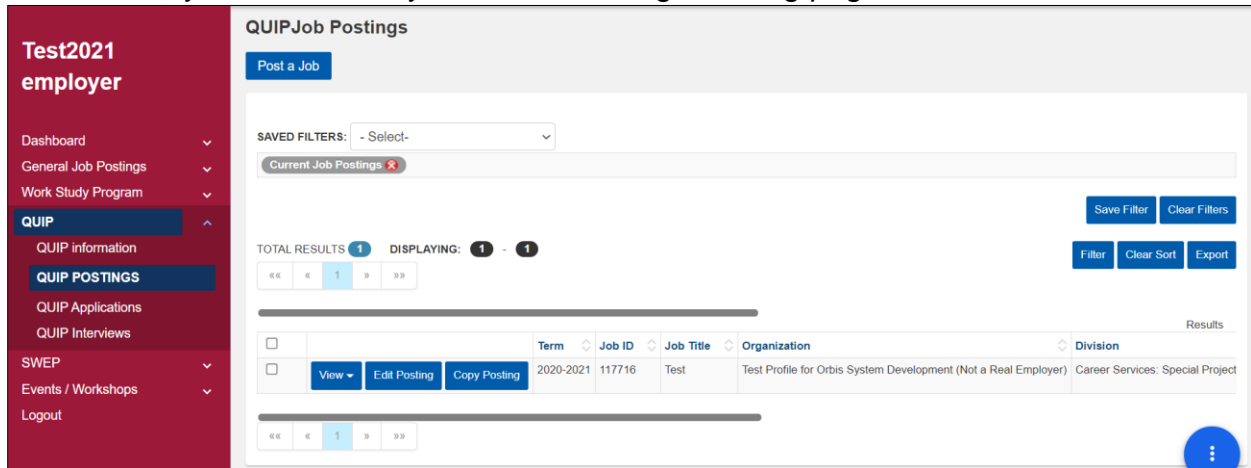
Upload New Image

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

11. Click **'Submit Posting for Approval'**



12. You will see your role under your QUIP Postings landing page.



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

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

**Thank you for recruiting with QUIP!**

## Appendix D – Employer Agreement

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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 (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.

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

## Appendix E – Onboarding Checklist

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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 Supervising Students Remotely](#)
- CEWIL Canada [Tips for Onboarding 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	
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	