# 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 | 2021-2022

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**QUIP** QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM

## **Special Note to Employers About COVID-19

*Last Updated: June 15, 2021*

Thank you for supporting the experiential learning of Queen's students. During this time of **COVID-19**, we appreciate you continuing to see the value of working with students. As always, the health and safety of our students is paramount.

Extra considerations, conversations, and actions are required by workplaces to ensure interns are safe at work during this period. As the Federal and Provincial Government begin to lift COVID-19 restrictions, in-person internships may become achievable again. Wherever possible, we encourage internships to begin remotely and transition slowly back to in-person.

In addition, Queen's University is not currently supporting international travel. Therefore, any international internships should remain remote until government travel restrictions are lifted and written into the student's internship offer.

Also, thank you for understanding that the **COVID-19** situation may create circumstances (e.g., the need for a health-related accommodation) that may require adjustments to the intern's work location, schedules, etc. We encourage interns to collaborate with their managers or supervisors on solutions.

Our team is available for any questions or assistance. Please do not hesitate to reach out to us at quip@queensu.ca

# 1. Introduction

**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 2nd or 3rd year students with a 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.

**PROGRAM OVERVIEW**

**STARTS** in May, September, or January

**POSITIONS** are paid and full-time

**WORK TERMS** are 12-16 months long

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

| MAY | SEP | JAN | MAY | SEP | JAN |
|---|---|---|---|---|---|

- 🟡 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)*
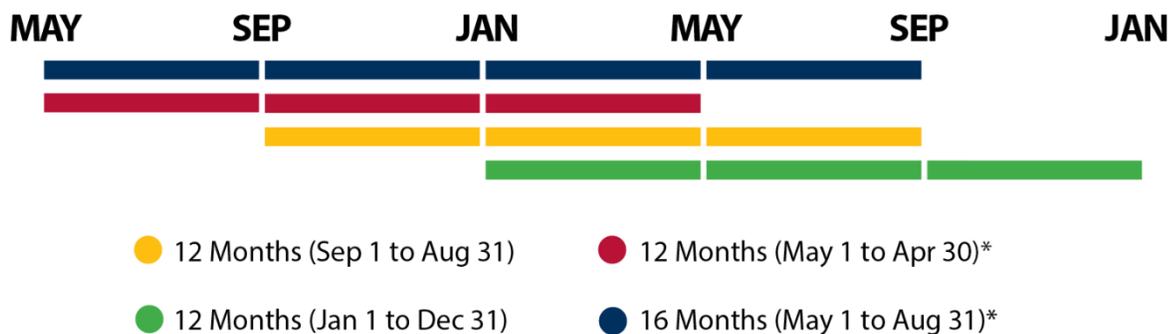
*highest student interest*

## 2.1   Participating Academic Programs

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.

### CREATIVE ARTS
Computing & the Creative Arts
Drama
Film & Media
Media & Performance Production
Music

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

### 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

### HUMANITIES
Art History
Classical Studies
Classics
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
Health 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.

# QUIP QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM

## 3. Value for the Employer

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.

### 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.

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

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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).

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# 5. Recruitment Timelines

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 |
| May** | Option #2 | January-February | February | February-March |
| September | Option #1 | January-February | February | February-March |
| September | 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

**Due to the COVID-19 pandemic, on-campus recruitment
will take place virtually until further notice.** *[Last Updated: June 15, 2021]*

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 qocr@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 qocr@queensu.ca for booking.

**Events List:**
- **Career Fair** – Thursday, September 23rd, 2021 (Online)
- **Fall Engineering and Technology Fair** – Wed. Oct. 19 – Thurs. Oct. 20, 2021 (Online)
- **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 qocr@queensu.ca for more information about potential opportunities.

# 7.    Posting an Internship Position

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.

**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.

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## 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 on all communications.

### 8.1 Types of Interviews

**Due to the COVID-19 pandemic, all on-campus interviews are currently on hold. We are encouraging employers to conduct virtual interviews whenever possible.**

There are several possibly methods to host and conduct your student recruitment interviews:
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<br>~ *Preferred Method* ~ | Option 2 – Employer Schedules Interviews |
|---|---|---|
| **Confirming Candidate Availability** | • Send a list of the candidates you would like to interview to the QUIP Office (quip@queensu.ca).<br>• Receive confirmation from the QUIP Office that your chosen candidates are still available for an interview. | • It is too your advantage to send a list of the candidates you would like to interview to the QUIP Office (quip@queensu.ca). The QUIP team can then check their availability.<br>• Receive confirmation from the QUIP Office that your chosen candidates are still available for an interview. |
| **Required Information to schedule interviews** | If you request the QUIP team to schedule interviews on your behalf, we required the following information:<br>• Job ID and Position Title from MyCareer<br>• Name of students<br>• Date(s) and time(s)<br>• Interview Location / Online Platform<br>    o Off-Campus: Please provide the full address and instructions upon arrival. | With this option, your office will schedule and conduct interviews on your own accord.<br><br>Please cc the QUIP office on any correspondence with a student. |

|  |  |  |
|---|---|---|
|  | <ul><li>   o  On-Campus. Please indicate if you are requiring an interview room to be booked for you</li><li>   o  Phone</li><li>   o  Virtual Platform & Links</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> |  |
| **Confirmed Interviews** | The QUIP Team will send you the confirmed schedule with the name of the students and the timeslots | With this option, your office will schedule and conduct interviews on your own accord.<br><br>Please cc the QUIP office on any correspondence with a student. |

# 9.    Job Offers

All phases of the internship job offer process are tracked Wherever possible, please cc
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<br>~ Preferred Method ~ | Option 2 – Employer Extends Offer Directly to the Student |
|---|---|---|
| **Confirming Candidate Availability** | • During peak periods, students may be receiving multiple job offers so we ask that all offers are extended through the QUIP Office.<br>• Send a list of the candidates you would like to extend an offer to the QUIP Office (quip@queensu.ca).<br>• Receive confirmation from the QUIP Office that your chosen candidates are still available for hire. | • Send a list of the candidates you would like to extend an offer to the QUIP Office (quip@queensu.ca).<br>• Receive confirmation from the QUIP Office that your chosen candidates are still available for hire.<br><br>If you contact a student directly, please copy quip@queensu.ca on all correspondence. |
| **Job Offer** | Email quip@queensu.ca with the name of your chosen candidate and provide the following mandatory information:<br>  o Job ID and Position title from MyCareer<br>  o Start date<br>  o End dates or duration<br>  o Salary<br>  o Location<br>  o Deadline to respond: (EST)<br><br>We can extend an offer to the student without the following information, but it is a nice to have:<br>  o Benefits / Vacation<br>  o Work schedule/overtime hours<br>  o Any changes to the original job description | With this option, your office will present the job offer directly to the student with the information that you deem suitable.<br><br>Please cc the QUIP office on any correspondence with a student. |
| **Job Acceptance** | Students have **2 business days** 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. | With this option, your office will present the job offer directly to the student with the information that you deem suitable.<br><br>Please cc the QUIP office on any correspondence with a student. |

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

# 10. Employer Commitment

In hiring an intern from the Queen's Undergraduate Internship Program (QUIP), you agree to the 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.

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## 11. Accessibility at Queen's

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.

## 12. Contact the QUIP Team

The best way to reach the QUIP Team is by email. Please allow 1-2 business days for us to contact you.

**Queen's University | Career Services**
**Queen's Undergraduate Internship Program (QUIP)**
Hours: Monday to Friday, 8:30am – 4:30pm (EST)
Email: quip@queensu.ca
Phone: 613-533-2992

## Appendix A – Job Description Template

**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)

# QUIP QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM

# Appendix B – Sample Job Description

**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 2021

**Deadline:** Monday, May 17th, 2021, 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 (2nd or 3rd 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**. The deadline to apply for this position is **Monday, May 17th, 2021, 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.

**Required Application Documents:**

- Resume
- Cover Letter

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**Employment Equity and Accessibility Statement**

*Insert company-specific equity and accessibility statement.*

## 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.
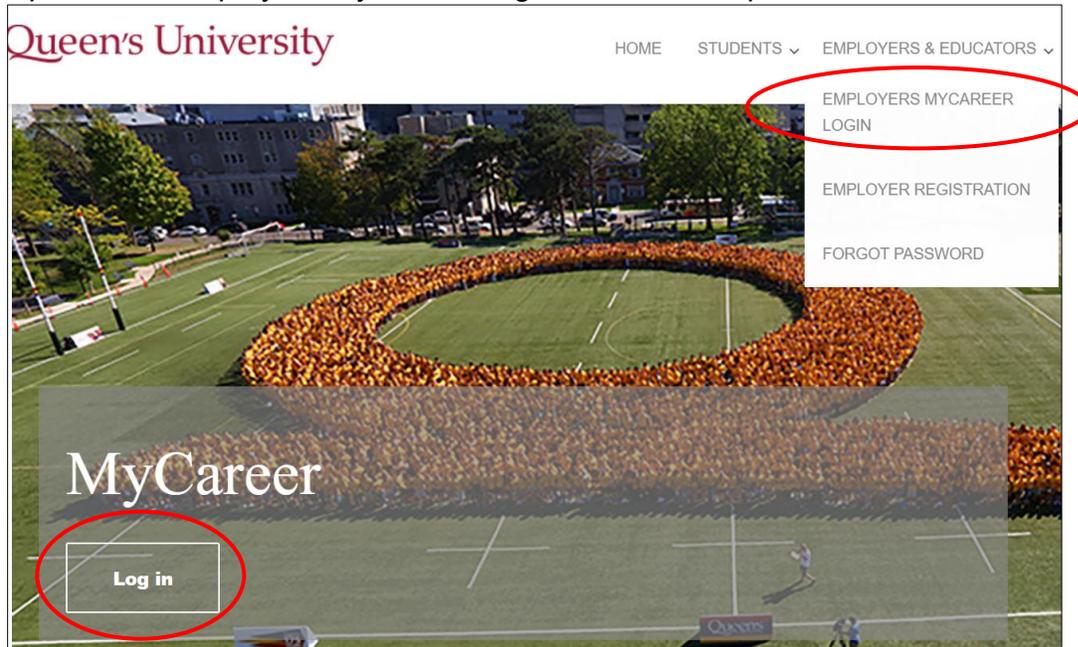


2. Select your user type as "**Employers & Educators**"
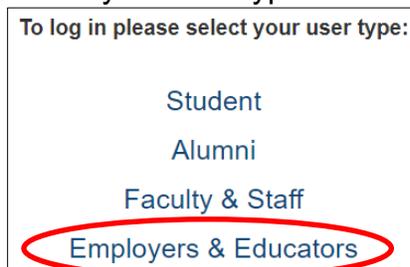


3. From the Employer MyCareer Login page:

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

Complete the Employer registration fields.

**Employer Registration**

**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
[ x ]

Job Postings
[ x ]

Internships
[ ✓ ]

On campus interviews
[ x ]

On-Campus Info Sessions
[ x ]

Interested in the following Employer Events

Career Fair
[ x ]

Engineering & Technology Fair
[ x ]

Summer Job Fair
[ x ]

`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**
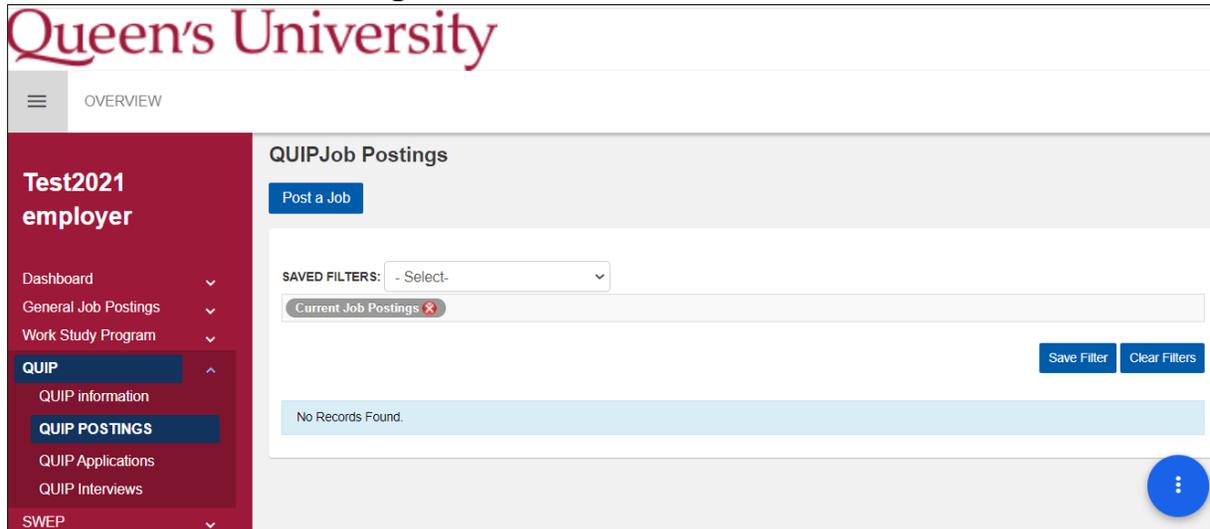


5. Read and Accept the Terms and Conditions:
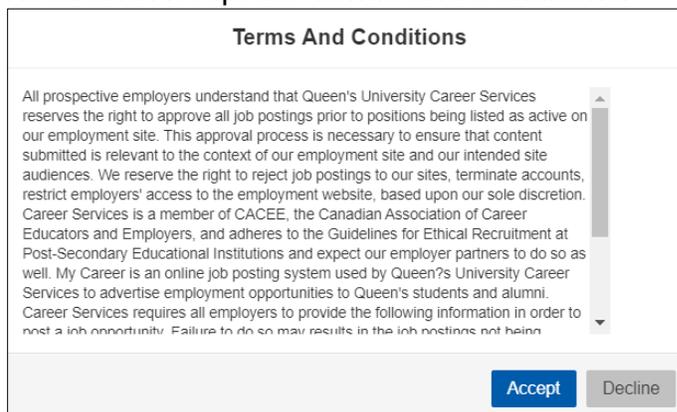


6. Scroll down to "**Job Posting Information**" and complete required fields using the job description and any additional information provided by email. Example:

## 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? *: | ● yes <br> ○ no |
| Is this internship full-time? *: | ● Yes <br> ○ 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 *:**

Source | ☐ ☐ ☐ ☐ | ✂ ☐ ☐ ↩ ↪ | 🔍 ☐ ☐

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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:

body

MAX CHARS: **10000**    CHARS REMAINING: **8027**

**Qualifications *:**

Source | ☐ ☐ ☐ ☐ | ✂ ☐ ☐ ↩ ↪ | 🔍 ☐ ☐

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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:**

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 | ☐ |
| --- | --- | --- |
| | Current student - returning to current degree program | ☑ |
| | Alumni | ☐ |

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:* | 07/14/2021 | 🗓 | 11:59 PM ⌄ |
| --- | --- | --- | --- |
| 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 AND Cover Letter are required.

| Preferred Response Method *: | Electronically Through MyCar⌄ |
| --- | --- |
| Application Material Required *: | Resume ☑ <br> Cover Letter ☑ |
| Other Application Documents Required (Optional) : | |

**10.** 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*

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

**Submit Posting for Approval** | **Preview Posting** | **Delete Posting**

**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 at any time should you encounter any issues.

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

# Appendix D – Supervising Remotely Checklists

**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. When working remotely, effective onboarding and supervision processes become even more important for both the student and the supervisor. They 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
4. On an Ongoing Basis
5. During Final Month

**Additional Resources:**
- Queen's University COVID-19 information
- Queen's ITS Guide on Connecting, Collaborating, and Teaching Remotely
- Queen's Records Management and Privacy Office Working Remotely Fact Sheet
- Queen's Career Services' Student Employment Support during COVID-19
- Queen's EL Hub's Experiential Learning WrapAround

**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.
- Tipsheets for onboarding remotely and supervising remotely from CEWIL Canada

**1. Before First Day of Work**

| Task | Date Completed |
|---|---|
| Send a warm introductory email with point-of-contact and first-day plan, being sure to acknowledge COVID-19 | |
| Send general info about your organization, office, policies, and regulations; include information about COVID-19 response | |
| Send any administrative paperwork that can be completed in advance | |
| Set-up email and organization accounts | |
| Provide workspace expectations (e.g., wi-fi, bandwidth, phone) and what you will be providing (e.g., hardware, software, office supplies, reimbursement for wi-fi overages); arrange for delivery or safe pick-up | |
| Develop a training plan and schedule for first few weeks, modifying existing onboarding and training procedures to make them remote | |
| Send email to your team announcing arrival of new student and distribute orientation plan to relevant team members | |
| Ask the student if they have other questions that they would like to have covered before they start | |

## 2. During First Day of Work

| Task | Date Completed |
|---|---|
| Welcome student by video, allow time for questions, getting acquainted | |
| Reinforce team culture, introduce student to staff by video, making sure to identify who to go to for support on key topics, have casual conversations | |
| Consider having team members book video coffee breaks with the student; ensure student is now included (as appropriate) in team activities | |
| Explain your team's overall approach to working remotely; ask them if they have worked remotely before and what strategies they have used that they have found effective | |
| Discuss health and safety hazards and resources in the context of working remotely. You can use this home office SOP (Standard Operating Procedure) and this home office safety checklist that is specific to working remotely from home. | |
| Discuss your personal communication preferences and office communication norms, including if quick questions can be asked by chat; get to know their communication and learning style and preferences | |
| Review expectations for hours of work, schedule, pay schedule, overtime policy, vacation planning, time tracking procedures, all in the context of working remotely & COVID-19 | |
| Discuss procedures for scheduling time off and unexpected absences | |
| Review departmental policies for cell phone, personal calls, social media, and personal computing | |
| Computer and tech orientation (logins, password, networks, email, voicemail) | |
| Allow the student the opportunity to share any responsibilities they have outside of work due to COVID-19 (e.g., childcare, eldercare); review accommodation policies; discuss any required accommodations | |
| Discuss organizational goals and/or priorities for Equity, Diversity, and Inclusivity | |
| Have the student complete any outstanding forms (if signatures are required suggest a free scanner app like TinyScanner or allow them to take a photo of their signed document since they may not have access to a scanner) | |
| Review employee resources and supports (e.g., employee resource groups, health and wellness services, student employment during COVID-19 page) | |
| Provide general organization/sector orientation materials to be reviewed, and consider providing an overview yourself | |
| Ask the student if there is anything that you have not covered that they have questions about | |
| Recommend that the student register for a Working Remotely webinar with the EL Hub | |

## 3. During First Two Weeks

| Task | Date Completed |
|------|----------------|
| Consider checking in with your student at the beginning and end of each day for the first two weeks, encouraging them to keep a running list of questions, list of what they have accomplished, and their plans for the following day | |
| Schedule introductory meeting with supervisor to review job description, responsibilities, competencies and expectations, frequency, and modality of future meetings, how to receive questions and how often student can expect to receive feedback | |
| Ask the student to fill in part 1 of the EL WrapAround Reflection Form to set learning goals, meet with them to discuss it, and encourage them to register for the corresponding workshop on MyCareer | |
| Provide the training plan and schedule, which could include a checklist for them to follow; consider opportunities for networking and ensure these are intentionally planned in lieu of organic connections | |
| Encourage the student to seek resources and support for working remotely (e.g., this tipsheet) | |
| Review requirements for performance appraisals and timelines for updates and other communications | |
| 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, ideally by video, to provide ongoing and consistent feedback | |
| Provide a structured workplan for the student or develop one with them to ensure expectations are clear, with clear deliverables and timelines, include several projects or tasks to ensure the student remains productive if one is delayed | |
| Ask student for feedback about their first two weeks, including what strategies they have found effective for working remotely, and whether they have found any challenges that they have not yet shared with you. Ask them specifically about how their relationships with the rest of the team are developing and assess whether this is progressing well or needs attention. | |

## 4. On an Ongoing Basis

| Task | Date Completed |
|---|---|
| As it can be harder to monitor work productivity when working remotely, set up a formal structure for the student to report on their progress with their tasks and projects | |
| Communicate openly and often, switch to two-way (phone or video) immediately if any confusion or tension arises | |
| Start the day off with quick morning team meetings including the student to set the tone for the day | |
| Hold 1:1 meetings on an ongoing basis to provide ongoing and consistent feedback, check in on work progress and their well-being, and maintain a strong connection | |
| Consider ongoing training needs and opportunities for networking | |
| Make yourself available throughout the day by phone, email, or chat | |
| Provide meaningful work (either training or substantive work) with increased responsibility; consider smaller, manageable deliverables rather than focusing on big projects and schedule regular communication | |
| Reinforce team culture, set a positive emotional tone as a leader, foster connection between the student and team members (e.g., video lunches or coffee breaks, sharing something along a theme at staff meetings) | |
| Have empathy, recognize the student might feel unsure of themselves, lack experience in a professional environment, be feeling anxious, or lack resources; provide ongoing mentorship and support, and share your own process of adapting | |
| Watch for performance issue warning signs, including missing deadlines or being unavailable for meetings, ensure you respond identifying your concerns, asking about their well-being, and reinforcing expectations | |
| Manage issues and conflict with extra attention to articulating clear expectations, 1-on-1 check-ins, using two-way communication (ideally with video and more than usual), and considering COVID circumstances | |
| Ask student for feedback periodically, encouraging ongoing reflection, which boosts learning, productivity, and job satisfaction | |

**5. During the Final Month**

| Task | Date Completed |
|---|---|
| Provide the process and expectations for exiting (e.g., work priorities, exit report and other documentation, exit interview) | |
| Review their final report or deliverables early and provide feedback | |
| Ask the student to fill in part 2 of the EL WrapAround Reflection Form to reflect on their goals and skills learned and meet with them to discuss it, encourage them to register for the corresponding workshop on MyCareer | |
| Using standardized exit interview questions, hold an exit interview to hear about the student's experience and share final feedback with them | |
| Ask for input from your team on an e-card or similar token of appreciation to replace a paper card and host a Thank You virtual coffee break with your whole team or similar gathering to express gratitude | |
| Send a thank you email and acknowledgement of their last week or day including the whole team | |