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.
Queen’s Undergraduate Internship Program (QUIP) Employer Guide | 2020-21

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**Special Note to Employers**

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.

Therefore, where possible, remote opportunities (rather than in-person) are preferred. Extra considerations and actions are required by workplaces to ensure interns are safe at work during this period. 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. Just as for other topics, we encourage interns to collaborate with their managers or supervisors on solutions.

Our team is available for any questions or assistance. Please don’t hesitate to reach out to us at quip@queensu.ca
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 understands that on-campus recruiting takes time, and we want 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.

Participating Academic Programs
QUIP is open to 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. We encourage all employers to contact the QUIP Office at any time to discuss how we can help you meet your employment needs. Please see Appendix A for a complete list of academic programs at Queen’s that formally participate in QUIP.

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.

Overview of the QUIP Model and Time Frames
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. Participation in QUIP is a competitive process and hiring takes place year-round. Positions can be posted to our online job postings system at any time.
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 Undergraduate Chair 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.

Internships are paid and must meet local labour laws and employment standards. The average salary of QUIP interns is approximately $45,000/year.

**Recruitment Timelines**

QUIP follows a continuous recruitment cycle. 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:**

<table>
<thead>
<tr>
<th>Position Start Date</th>
<th>Peak Time to Post Jobs</th>
<th>Recommended Period for Interviews</th>
<th>Recommended Period for Extending Offers</th>
</tr>
</thead>
<tbody>
<tr>
<td>January or May*</td>
<td>Mid-September to October*</td>
<td>October*</td>
<td>October-November*</td>
</tr>
<tr>
<td>May or September</td>
<td>January-February</td>
<td>February</td>
<td>February-March</td>
</tr>
<tr>
<td>September</td>
<td>May-June</td>
<td>June-July</td>
<td>June-July</td>
</tr>
</tbody>
</table>

*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.*
Posting an Internship Position

Internship positions can be posted directly to our online job posting board within MyCareer. While 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.

*Most of our students will be searching in the fall and early winter for positions starting in May.*

Steps for Posting a Position:
1. Determine your preferred start date (January, May, or September).
2. Determine suitable recruitment timelines for you and your hiring team.
3. Register for an account on MyCareer.
4. Email quip@queensu.ca once you have created your account to request permission to post directly to the QUIP Job Board. The QUIP Office will notify you when the permission has been granted.
5. Post a position to the ‘QUIP Job Board’ posting board in MyCareer – the position will be made live as soon as it has been approved by the QUIP Office.
6. Email quip@queensu.ca if you experience any complications.

Please ensure that all postings include the following information:

- Job title
- Location
- # of positions
- Salary (optional)
- Job start/end dates
- Job description
- Job qualifications (+ targeted degree stream and/or programs, if desired)
- Internal competition number (if applicable)
- Deadline for applications: We recommend a deadline of 2-3 weeks. Students are often managing heavy course loads and tend to apply close to the deadline.
- Required application documents (e.g., resume, cover letter, unofficial transcript).
  - Note: Students are not automatically required to provide transcripts when they apply to positions. If you would like a transcript included, please instruct candidates to attach a copy.
- Application method: We require all students registered in QUIP to apply electronically through MyCareer as well as any additional methods requested by the employer.
next business day after the posting closes, applications received through MyCareer will be bundled and sent to the employer’s e-mail linked to the posting. The candidates you receive will be registered in QUIP and available to be interviewed.

**Interviewing Candidates**

1. **Confirming Candidate Availability**
   - Send a list of the candidates you would like to interview to the QUIP Office (quip@queensu.ca).
   - Receive confirmation from the QUIP Office that your chosen candidates are still available for an interview.

2. **Interview Options**
   **Note: Due to the Covid-19 pandemic, all on-campus interviews are currently on hold. We are encouraging employers to conduct virtual interviews whenever possible.**
   i. **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.
   ii. **Phone or video-conference interviews:** The QUIP Office can assist with scheduling phone and video conferencing interviews.
   iii. **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.

*If you need to contact a student directly, please copy quip@queensu.ca in all correspondence.*
Job Offers

1. 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.
   - Email quip@queensu.ca with the name of your chosen candidate and the following information:
     
     **Required Information**
     - Position title
     - Start/end dates
     - Salary
     - Location

     **If applicable:**
     - Benefits
     - Work schedule/overtime hours
     - Vacation
     - Any changes to the original job description

2. 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.

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

*If you need to contact a student directly, please copy quip@queensu.ca in all correspondence.*
Recruitment Strategies

**Note: Due to the Covid-19 pandemic, on-campus recruitment will take place virtually until further notice.**

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.

**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.

**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** – September 23rd, 2020
- **Fall Engineering and Technology Fair** – October 6th and 7th, 2020
- **Winter Engineering and Technology Fair** – January 19-20, 2021

**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.
Employer Commitment

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 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.

If you have any questions about the Employer Attestation, connect with us at quip@queensu.ca.

**Ontario Cooperative Education Tax Credit**

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.

**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.

**Contact Us**

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

   Email: quip@queensu.ca
   Phone: 613-533-2992
Appendix A: Academic Programs at Queen’s that Formally Participate in QUIP

**Faculty of Arts & Science**

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

**Humanities**
- Art History
- Classical Studies
- Classics
- English Language & Literature
- History
- Languages, Literatures, & Cultures
- Philosophy
- Religious Studies

**Languages**
- French Studies
- German Studies
- Hispanic Studies
- Linguistics

**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

**Social Sciences**
- Applied Economics
- Economics
- Environmental Studies
- Gender Studies
- Geography
- Global Development Studies
- Health Studies
- Political Studies
- Politics, Philosophy and Economics
- Psychology
- Sociology
School of Computing
- Biomedical Computing
- Cognitive Science
- Computer Science
- Computing
- Computing & Mathematics
- Computing & the Creative Arts
- Software Design

Faculty of Engineering & Applied Science
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical & Computing Innovation
- Electrical Engineering
- Engineering Chemistry
- Engineering Physics
- Geological Engineering
- Mathematics & Engineering
- Mechanical Engineering
- Mining Engineering

Faculty of Health Sciences
- Health Sciences
Appendix B: Onboarding New Interns - A Checklist for QUIP Host Organizations

An effective onboarding process helps both the student and the supervisor. It increases the intern’s sense of belonging in a new learning environment, reduces the time it takes for them to reach desired productively levels and improves their overall learning and performance.

These checklists have been adapted with appreciation to our partners in the Queen’s Experiential Learning Hub.

Sources:

<table>
<thead>
<tr>
<th>Before First Day of Work</th>
<th>Date Completed</th>
</tr>
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<tbody>
<tr>
<td>Send introductory email with point-of-contact and arrival details</td>
<td></td>
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<tr>
<td>Send general info about your organization, office, policies, and regulations</td>
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<tr>
<td>Send any administrative paperwork that can be signed in advance</td>
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<tr>
<td>Set-up designated workspace, email, and organization accounts, and arrange for office keys</td>
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<tr>
<td>Develop a training plan and schedule for first few weeks</td>
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<tr>
<td>Send email to your team announcing arrival of new intern and distribute orientation plan to relevant team members</td>
<td></td>
</tr>
<tr>
<td>During First Day of Work</td>
<td>Date Completed</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>----------------</td>
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<tr>
<td>Welcome new intern and show them their workspace</td>
<td></td>
</tr>
<tr>
<td>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)</td>
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<tr>
<td>Provide keys/access cards, workstation, supplies</td>
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<tr>
<td>Review hours of work, schedule, pay schedule, overtime policy, and vacation planning</td>
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<tr>
<td>Discuss procedures for scheduling time off and unexpected absences.</td>
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<tr>
<td>Review departmental policies for cell phone, personal calls, social media, and personal computing</td>
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<tr>
<td>Computer and telephone orientation (logins, password, networks, email, voicemail)</td>
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<tr>
<td>Review accommodation policies; discuss any required accommodations</td>
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<tr>
<td>Discuss organizational goals and/or priorities for Equity, Diversity, and Inclusivity</td>
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<tr>
<td>Complete any outstanding forms</td>
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<tr>
<td>Review employee resources and supports e.g., employee resource groups, health and wellness services</td>
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<tr>
<td>Provide general organization/industry orientation materials to be reviewed</td>
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<tr>
<td>Provide training plan and schedule; consider opportunities for networking</td>
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</tr>
<tr>
<td>Consider assigning a team member to take intern to lunch; ensure intern is now included (as appropriate) in team activities</td>
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<tr>
<td>During First Two Weeks</td>
<td>Date Completed</td>
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<tr>
<td>------------------------</td>
<td>----------------</td>
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<tr>
<td>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</td>
<td></td>
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<tr>
<td>Review requirements of the university pertaining to performance evaluations (every 4 months).</td>
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<tr>
<td>Review contact information for QUIP Internship Coordinator and procedure for information sharing</td>
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<tr>
<td>Arrange for any company and/or department specific training (e.g., computer software training)</td>
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<tr>
<td>Ensure site-specific health and safety training is complete</td>
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<tr>
<td>Review team meeting protocols and expectations</td>
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<tr>
<td>Schedule 1:1 meetings on an ongoing basis to provide ongoing and consistent feedback</td>
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<tr>
<td>Provide meaningful work (either training or substantive work) with increased responsibility</td>
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<tr>
<td>Contact university staff if any concerns arise</td>
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</tr>
<tr>
<td>Ask student for feedback about their first two weeks</td>
<td></td>
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</tbody>
</table>