

WINTERNSHIP 2024/25

Employer Information Package



**STARTUP
LAURIER**

Welcome to Winternship 2024/25

Winternship is the internship program that Startup Laurier runs every year to connect Laurier students with the Startup hub in Waterloo and surrounding cities!

Below are some of the past positions our Winterns have held in previous years:

Business Development and Sales Roles

- Head of Operations
- Project & Partner Engagement Intern
- Market Research Internship

Marketing, Social Media, and Content Creation Roles

- Marketing Intern
- Creative Director
- Social Media Intern

Computer Science Based Roles

- Software Development Intern
- Web and Mobile App Design and Development
- UI Design Intern

Feel free to create any position that would be suitable for a Wintern at your company – there are no restrictions we just ask that it is a **remote part-time position** (all Winterns will be full-time students).



IMPORTANT DATES

NOV 25
Applications Open

DEC 22
Applications Close
for Students

JAN 6-10
Interview Period

JAN 17
Student Rankings
Due

DEC 13
Employer Job
Application Forms
Due

DEC 22 - JAN 5
Candidates Selected for
Interviews

JAN 15
Employers Rankings
Due

JAN 20
Matches Released



THE WINTERSHIP HIRING PROCESS

Startup Laurier will provide students access to a job portal with all the different positions and applications.

Each company is responsible for creating application forms, reviewing the applications, selecting students to interview, and interviewing them.

Interviews must take place anytime between January 6th-10th, 2025.

Once all of the selected students have been interviewed you must rank them in order of who you would like to hire the most (1) to the least.

If you do not wish to hire a student rank them 0.

All employer rankings must be submitted by January 15th, 2025. Students will be notified if they have been “Ranked #1”, “Ranked”, or “Not Ranked” by a company.

Students will then rank the position(s) they have interviewed for.

All students rankings must be submitted by January 17th, 2025.

Once all rankings have been submitted, the students will be matched up to the company they have the **lowest combined score** with.

Employers and students will be notified of their matches by January 20th, 2024. It will be up to the student to reach out to the company and accept the position via email.



RANK-MATCH PROCESS EXAMPLE

Startup Laurier is hiring 1 position.

Startup Laurier interviews Jasper, Najella, Zaina, and Sam.

Startup Laurier submits the following rankings:

Sam – 1

Jasper – 2

Najella – 3

Zaina – 0

Sam interviews for Startup Laurier, ENTEX Co., and LVC Inc.; they receive the following rankings.

Startup Laurier – 1

ENTEX Co. – Not Ranked

LVC Inc. – Ranked

Sam submits the following rankings:

Startup Laurier – 1

LVC Inc. – 2

Sam and Startup Laurier have a combined score of 2 (a perfect match).

Sam is now a Wintern for Startup Laurier and can't wait to start their super cool new position!



FINAL REMINDERS

Startup Laurier merely provides students with access to a job portal and acts as a facilitator. Startup Laurier provides no training to the students prior to their application, interview or work term. It is the employer's responsibility to screen the applications, schedule and conduct the interviews, and rank the candidates.

Once the match has been created and approved, it is now an internship between the student and employer. Any communication is now the responsibility of the student and employer.

The student's Winternship start date and end date is up to the employer's discretion once the matches have been released and the position has been accepted by the student.

Wilfrid Laurier University's winter exam period runs from April 9th-27th, 2024. Please keep this in mind when you assign work to the student and/or decide the student's end date.

**THANK YOU FOR PARTICIPATING IN
WINTERNSHIP 2024/2025!**



DISCLAIMER

By participating in Winternship, you acknowledge that your company is engaging with Startup Laurier to connect with students for potential internship opportunities. It is important to note that Startup Laurier is acting solely as a facilitator in this process and is not responsible for the establishment or management of the relationship between your company and individual students. While Startup Laurier strives to ensure quality interactions, it does not endorse or guarantee the accuracy of information provided by participating students. Your company is encouraged to independently assess and verify the terms of any engagement with students, as Startup Laurier is not liable for actions, decisions, or consequences arising from the relationships formed through this connection. Startup Laurier reserves the right to modify or discontinue its services without prior notice. Startup Laurier does not provide any training to the students prior to their work term. This disclaimer is effective as of November 1st, 2024 and applies to all interactions facilitated by Startup Laurier from that date onward. Startup Laurier takes no responsibility for the outcomes of individual engagements, and your company is advised to make informed decisions about its interactions with students introduced through the club.

**PLEASE SIGN THE ATTACHED CONTRACT
TO CONFIRM YOU HAVE AGREED TO THE
ABOVE STATEMENTS.**



CONTACT INFORMATION

If you have any questions or concerns during the Winternship process, please do not hesitate to reach out to any of the following:

Student Engagement Team

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