Hire a Queen's Intern

Queen's University

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 CAREER SERVICES

Queen's Undergraduate Internship Program (QUIP)

2016-17 Employer Guide

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QUEEN'S
CAREER SERVICES

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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 page of this guide provides you with 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 and the School of Computing. 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 the Appendix 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. The majority of 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 last year was $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 the majority of students are actively engaged in their job search during the fall and early winter recruitment periods.

Recommended Recruitment Periods

Internship/Position Start Date	Peak Time to Post Jobs	Recommended Period for Interviews	Recommended Period for Extending Jobs 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: 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 in order to access the widest pool of candidates.

*The majority 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 a login and password at MyCareer.
4. Post a position to the 'All Jobs' posting board in MyCareer – the position will be approved by the QUIP Office and moved to our 'QUIP Postings' board so that internship students can access the posting. The QUIP Office will provide you with 'QUIP Employer' permission to view the posting. *Once this permission has been granted, you will be able to post future positions directly to the 'QUIP Postings' board.
5. 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 description
- Job qualifications (+ targeted degree stream and/or programs)
- Job start/end dates
- Internal competition number (if applicable)
- Deadline for applications (we recommend a posting stays up for 2-3 weeks; we also find that because students are managing heavy course loads, they tend to apply close to the deadline)
- Required application documents (e.g. resume, cover letter, unofficial transcript)
- Application method – 3 options:
    i. Electronically through MyCareer
    ii. Email directly to employer
    iii. Students apply directly via your company website

> **NOTE:** We require all students registered in QUIP to apply electronically through MyCareer as well as any additional methods requested by the employer.
>
> The 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. Interviewing Options
   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 in order 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:

Start/end dates	Work schedule / overtime hours (if applicable)
Salary	Any changes to the original job description
Benefits (if applicable)	Vacation (if applicable)

2. Students have 48 hours 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.

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

Recruitment Strategies

We have a number of ways in which you can increase your organization's profile on-campus. 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 on Campus
Employer information sessions provide an opportunity to meet students on campus and let them know about your organization and your internship program.   We have multiple venues and refreshment options for you to choose from. Contact quip@queensu.ca for booking.

Career Fairs
QUIP employers are encouraged to attend on-campus events in order to connect directly with students. Employer presence at these events increases student awareness about your company and increases the number of applicants you'll receive for the position. It is also an opportunity to connect with our returned interns who may be searching for new graduate positions.

Events List:
- Career Fair – September 27, 2016
- Fall Engineering and Technology Fair – October 18 and 19, 2016
- Winter Engineering and Technology Fair – January 25, 2017

Sponsorship and Advertising
In order 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 a QUIP Coordinator at quip@queensu.ca for more information about potential opportunities.

Employer Commitment

When participating in QUIP, we ask that employers meet the following expectations:

During the recruitment phase:
- Post jobs and conduct interviews through, or with the knowledge of, the QUIP Office.
- Make all offers to potential interns through the QUIP Office.
- Follow the CACEE Ethical Recruitment Guidelines .
- *Follow the Employer Terms and Conditions for posting positions to the MyCareer webpage.*

During the internship:
- Structure the intern's work activities as were outlined in the interview/hiring process. It is recognized that some changes may be necessitated by the employer's need to react to changing business conditions.
- Provide training to assist the intern in fulfilling job responsibilities.
- Assign a mentor to the intern, if available.
- Provide opportunities for personal and professional growth.
- Use the 4, 8, 12 month QUIP performance evaluations (or a comparable internal evaluation mechanism) to provide the intern with feedback regarding areas of strengths and weaknesses and suggestions for self-improvement and skill-development.
- Provide the intern with a safe workplace adequate for the execution of their work and ensure the intern will have opportunity for association with professional peers and role models.
- Promptly communicate any current or impending issues or concerns that may materially affect the intern's employment status to both the intern and the QUIP Office.
- Fairly compensate the intern for their work.

For engineering students only:
- Provide the intern with the opportunity to further their understanding of the engineering profession, with training and exposure to situations which will qualify toward the experience requirements of licensing by the PEO.

All employers are invited to provide feedback and suggestions for program improvement to the QUIP office.

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: http://careers.queensu.ca/about/accessibility.html or contact the QUIP Coordinator at quip@queensu.ca

Contact Us

QUIP Coordinators
Email: quip@queensu.ca
Phone: 613-533-2992

Appendix: Academic Programs at Queen's that Formally Participate in QUIP

Faculty of Arts & Science

Creative Arts

Computing & the Creative Arts	Drama	Music
Film & Media	Stage & Screen Studies	

Humanities

Art History	English Language & Literature	Religious Studies
Classics	History	
Classical Studies	Philosophy	

Languages

French Studies	Hispanic Studies	Linguistics
German Studies		

Life & Physical Sciences

Astrophysics	Environmental Chemistry	Kinesiology
Biochemistry	Environmental Geology	Life Sciences
Biology & Mathematics	Earth System Science	Mathematical Physics
Biology	Environmental Life Science	Mathematics
Biology & Psychology	Environmental Science	Physics
Biotechnology	Environmental Toxicology	Psychology
Chemistry	Geology	Statistics
Environmental Biology	Geography	

Social Sciences

Applied Economics	Gender Studies	Psychology
Global Development Studies	Geography	Sociology
Economics	Health Studies	
Environmental Studies	Political Studies	

School of Computing

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

Faculty of Engineering & Applied Science

Chemical Engineering	Engineering Chemistry	Mechanical Engineering
Civil Engineering	Engineering Physics	Mining Engineering
Computer Engineering	Geological Engineering	
Electrical Engineering	Mathematics & Engineering	