



PEY STUDENT GUIDE PEY Year - 2013-2014

Table of Contents

Registration	2
PEY Recruitment Timelines.....	3
The Recruitment Process	4
Career Portal.....	4
Contact Us.....	7

Registration

Eligibility for PEY

The PEY Program is open to the following registered University of Toronto undergraduate students:

- Canadian Citizens, Permanent Residents, or International Students enrolled in the Faculty of Applied Science and Engineering. For other programs and Faculties, please confer with the Engineering Career Centre
- A minimum cumulative grade point average (CGPA) of 2.0
- 2nd or 3rd year full-time students in the current year 2012-2013
- Returning to 3rd or 4th year on a full-time basis in the year following the internship
- In good academic standing at the time of registration 2012-2013, and at the start of the academic year 2013-2014

Special consideration:

- Students whose CGPA falls below the 2.0 requirement will not be able to apply online. Students who do not meet the academic criteria must first meet with Director or Assistant Director to discuss the requirements and demands of the program prior to registration. This appointment can be booked through our [website](#); please note *special considerations* as the purpose of the meeting.

International Students:

International PEY students require a Co-op Work Permit and Social Insurance Number before beginning their internship. Further details on this process will be communicated to applicable students.

When to Register:

You have two chances to register for PEY.

September 14th – 26th, 2012

January 9th - 16th, 2013

How to Register:

Students are encouraged to attend the PEY Information Session before registering. Check our [calendar](#) for this schedule.

Registration is online – please visit <http://www.apsc.utoronto.ca/portal>

Registration Fees:

All students applying to the PEY program will be required to pay a \$100.00 non-refundable application/development fee. This amount is payable via VISA, MasterCard, or AMEX upon completion of the online

application procedure. An electronic receipt will be generated, and e-mailed to your utoronto account. Students must use their utoronto email to register, and indicate their correct POSTCode.

Note: Students only need to register once.

PEY Recruitment Timelines

The PEY Internship placement length is a minimum of 12 months and up to 16 months

- Placement Start Date – anytime between May 2013 and September 2013
- Placement End Date - anytime between May 2014 and August 2014

The PEY recruitment cycle is comprised of two different rounds of recruitment– Round One and Continuous Round. Round One will be structured with specific posting, interview and offer deadlines. During the Continuous Round, the recruitment process will be ongoing; therefore postings, interviews and offers will be taking place at any time from January 2013 until August 2013.

Round One: October 2012 - December 2012:

Dates	Activity	Special Notes
September 14 th – 26 th , 2012	Online PEY registration	
October 5 th , 2012	Job Postings begin going up on Placepro	Interviews will be on-going during Round One
November 29 th , 2012	Last day for interviews	
December 5 th , 2012	Students will be notified of their offers via PEY Office	
December 5 th - December 14 th , 2012	Offers are processed	Employers will be notified of student's decision during this time frame

Continuous Round: January 2013 – August 2013:

During the Continuous Round, employers will be submitting job postings, conducting interviews, and making job offers on an ongoing basis.

The Recruitment Process

Obtaining a PEY Internship placement occurs as a result of the student being able to demonstrate that he/she is the best fit for the position.

Following are some integral components in obtaining an ideal internship:

PEY Development Sessions

Student development is facilitated through PEY workshops and one-on-one counselling sessions; attendance at both dramatically increases success in the recruitment process. The development sessions calendar can be found on our website. Individual appointments can be made through our online booking form, as well.

Job Search

PEY job opportunities are posted on our PEY Career Portal throughout the year; students are encouraged to check the website regularly. Students are also encouraged to seek out PEY placements independently through networking (please see *Securing a Placement* below for more information).

For opportunities listed on the PEY Career Portal, it is important to follow the instructions carefully on how to apply; application instructions are listed on the top of the job posting. For those positions without instructions, students are to apply through the PEY Career Portal.

There are many opportunities available, and it may be overwhelming to narrow down the choices. Researching organizations, positions and fields of interest will help to inform students which positions suit them best.

Career Portal

The Engineering Career Centre has its own Career Portal designed to manage all aspects of the PEY internship placement process. The internet-based student and employer modules are available 24-hours a day.

The Career Portal will be used to:

- View job postings
- Upload your application portfolios
- Sign up to attend Employer Information Sessions
- Sign up to attend PEY small group workshops
- View interview invites and select interview time slots

View rankings/offers

Job Applications

There is no limit to the number of job applications a student may submit, however success comes from strengthening the quality of applications and not the quantity of applications. Attending development workshops and one-on-one counseling appointments are recommended to help students identify job fit and create strong, tailored applications that will be noticed by employers. All applications should include the following:

- Cover Letter
- Resume
- Copy of ROSI Transcript

Employers will often disregard incomplete applications, so it is imperative to include all of the above in each application.

Interviews

- Interviews are critical to the success of securing an opportunity, therefore it is important to be well prepared in advance.
- Being well prepared for an interview means attending the ECC's development sessions, researching the organization, knowing how experiences and strengths relate to the position and articulating oneself in a professional manner.
- Students are strongly encouraged to meet with one of our career counsellors to help identify how one's skills and experiences are relevant to each position.
- In the event that a student is no longer interested in or is unable to attend an interview, it is their responsibility to notify the Engineering Career Centre or the employer of the cancellation.

Securing a Placement

Accepting a Job Offer:

The acceptance of a job is final; therefore students are encouraged to carefully evaluate the offer prior to accepting. Students will also receive a letter of offer/contract from their respective employer outlining the terms of their internship. Students who have concerns after having accepted an offer are asked to contact the Director, Engineering Career Centre, immediately.

Letter of Offer/Employment Contracts:

Once students have secured a placement and have received their employment contract by their employer, they must provide the Engineering Career Centre with an electronic copy. Please email your employment contract to your PEY Coordinator.

Finding Your Own Placement – Outside of the Career Portal:

Students are not restricted to only finding a PEY opportunity through the PEY Career Portal, and are encouraged to seek out new opportunities through networking. For guidance on how to proceed, you may contact an Engineering Career Centre staff member. Should you find your own placement and wish to use it for PEY, then you must meet with our Director for approval. Please bring with you a copy of the employment contract and/or job description for the Director to review and approve.

Fees:

Students who secure a placement are required to pay a placement fee. The PEY placement fee for students completing placements from May 2013 – September 2014 is \$900.00. As with tuition fees, this PEY placement fee will be posted to the student's ROSI account in the fall of the academic year of the student's placement.

Note: All fees are paid through ROSI

A student's status, while on PEY placement, is considered to be part-time and the student is therefore required to pay part-time incidental fees. Incidental fees vary from Engineering students to Arts & Science students (For further information regarding fees, please contact the Office of the Registrar).

Note: Once students have accepted a PEY placement, they must attend a *Transition to the Workplace* seminar to help prepare for their placement as well as to obtain important administrative information. Please visit our website for details regarding workshop dates, times and locations – www.engineeringcareers.utoronto.ca.

Professionalism

Maintaining professionalism throughout the recruitment process is crucial in attracting an employer's interest and securing a PEY internship.

Points to remember:

- When connecting with employers directly, it is important to communicate clearly and professionally. If students are unsure how to communicate with employers in a business-appropriate manner, it is encouraged to approach an Engineering Career Centre staff member for guidance to ensure that students are representing themselves and their interests in the most effective manner.
- In the event that a student no longer wishes to attend an interview or has a conflict, they must notify the Engineering Career Centre or notify the employer directly. Missing an appointment with an employer sends a signal regarding commitment and interest; it may jeopardize future opportunities with that organization.
- For many students, this will be the first time securing a professional job opportunity. The Engineering Career Centre staff is here to provide guidance along the way. Our staff is comprised of career counsellors as well as an employer relations team. The collaboration between the teams can offer you unique expertise with regards to acquiring a successful internship



Contact Us

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