



2018 – 2019 Professional Experience Year (PEY) Recruitment Dates

Program Information

- PEY internship placement length = 12 months (minimum) – 16 months (maximum)
- Start date - May 2018 to September 2018
- End date - May 2019 to August 2019
- 2nd & 3rd year Engineering + Arts & Science students (Computer Science, Commerce, Actuarial, Pharmacology, Toxicology, Pharmaceutical Chemistry, Math and more)
- Paid internship
- Employers within the Province of Ontario may be eligible for the Cooperative Education Tax Credit of up to \$3,000 for each four month work term

Round One (Fixed Timeline): September 2017 - December 2017

Date	Activity	Notes
August	Employers are invited to post jobs before the academic year begins via the ECC Career Portal	Postings go live September 25 (2-3 week posting period recommended)
September 25	Students can view/apply to PEY postings on the ECC Career Portal	Application documents can be viewed from the Career Portal
October 10	Interview period begins– early interviews are highly recommended	On-campus, off-campus, telephone or Skype (campus room bookings are limited)
November 3	Last day to submit job postings	
November 24	Interview period ends	Please do not present job offers to students prior to December 4
October 16- November 28	Employers input offer details into the ECC Career Portal	Instructions provided
December 4 – December 8	*Round One Offer Period: students will be notified of their offer details via the Portal	Students have 48 hours to make a decision. Employers will receive a confirmation email
December 11 – December 15	Offer Processing	Finalizing contract details and placements

*All offers will be presented to students through the PEY Office (ECC Career Portal) during the Round One Offer Period. This will allow students to consider their options and make an informed decision. If your organization's internal recruitment timelines do not line up with the PEY Program, please contact us to discuss.



Continuous Round: January 2018 – August 2018

Date	Activity	Special Notes
December 15-20	Accepting job postings for Continuous Round	Recommended deadline: January 22
Dec 21- Jan 2, 2018		University closed
January 3, 2018	Continuous round	Jobs posted until July 31, 2018
Ongoing (January - August 2018)	Interviews	Interviews are held following the application deadline
Ongoing (January - August 2018)	Offers	Offers can be presented directly to students or via the PEY office.

Note: During the Continuous Round, employers follow their own recruitment timelines; no rankings or offer deadline for this round of recruitment.