



2018 Engineering Summer Internship Program (ESIP)

Program Specifications

- Work-term length = 4 months (May-August 2018)
- 2nd & 3rd year engineering students are eligible to apply
- The ESIP work-term may be credited to the 600-work hours requirement for engineering students

Advantages of hiring U of T students through ESIP

- Access to bright and motivated applicants from one of the top engineering schools in the world
- Students are coached and prepared by career development staff prior to and during their internship, allowing for an easier transition to your workplace
- Ontario employers may be eligible for up to \$3,000 in incentives through the Canada Revenue Agency's Co-operative Education Tax Credit: <http://www.fin.gov.on.ca/en/credit/cetc/>
- Minimize future recruitment costs by assessing potential PEY interns or full-time hires before they graduate
- Receive ongoing administrative support from the Engineering Career Centre throughout the recruitment period
- Once they come back on-campus, your current ESIP interns are your best marketing tool in promoting your organization to future student applicants

How to get started

- Login or register your organization on the ECC's Career Portal <https://uoftengcareerportal.ca>
- Previous users: you may use the same login information and post the position for approval
- New users: please register for an account on our career portal: <https://uoftengcareerportal.ca>
- Engineering Career Centre (ECC) & ESIP contact: megan.tate@ecf.utoronto.ca

Your portal account is a great way to manage your recruitment from posting job positions, viewing your applicants and scheduling interviews. Please contact me at any point if you require assistance: megan.tate@ecf.utoronto.ca.

Helpful note: We encourage employers to specify in their job postings that they will be hiring students who are a part of ESIP, a registered coop program that is officially recognized by the Government of Canada. This will ensure that the summer internship is properly recorded in the students' transcripts and that tax credit letters will be released by our office. We highly recommend that job offers be forwarded to megan.tate@ecf.utoronto.ca for our office to present directly to the students. A placement confirmation will be sent to employers upon acceptance of the offer and the completion of the ESIP acceptance form by the student(s). In the event that you choose to extend the offer directly, please notify the ECC of all successful placements so we can update our files and issue the tax credit receipt.

For more information on the engineering Summer Internship Program (ESIP), please consult our Employer Guide and FAQ's.



ESIP Recruitment Timeline:

Date	Activity	Special Notes
September 8- 18, 2017	Students: Online registration	There will be a second registration period in January 2018
September 2017	Employers: Start posting jobs on Career Portal	Students can access the jobs starting September 25 th . Jobs are typically posted for 2-3 weeks.
September 25, 2017	First day that students can view and apply to ESIP postings on Career Portal	Interviews can be held and offers extended any time after the job application deadline
September-December 2017	Ongoing recruitment	
December 21, 2017- January 2, 2018	ECC closed for winter break.	Job postings can be live during this time, but no new postings will be approved until after the break. Jobs should be open until January 31 st .
January 2018	Employers: Start posting jobs on Career Portal	Students can access the jobs starting January 17 th . Jobs are typically posted for 2-3 weeks
January 5-11, 2018	Students: Online registration	For students who did not register in September 2017
January 17, 2018	Students: First day to view jobs following the holiday break	Jobs postings, interviews and offers are ongoing
January-April 2018	Ongoing recruitment	
April 30, 2018	Employers: Last day to post ESIP jobs	
April-May 2018	Students: Those who accepted job offers may start working by the end of April/early May	All students hired through ESIP must be confirmed via: career@ecf.utoronto.ca
August 2018	Students: Start preparing the Evaluation and Co-op Reflection Report	Evaluation form to be filled out and signed by manager
August 2018	Employers: Tax credit letters are prepared and emailed out to those that qualify	
September 30, 2018	Final Evaluation, Co-op Reflection Report and updated resume due	Documents to be submitted by student

Note: Employers will follow their own recruitment timeframe, there is no ranking/offer deadline for ESIP