

**EMPLOYER GUIDE  
PEY 2014-2015**

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## What is PEY?

The University of Toronto's Professional Experience Year (PEY) Internship Program provides students with 12 to 16 month paid internships through paraprofessional opportunities, wherein they can apply their knowledge in a project-based professional environment, crucial to their ongoing career development. In its unique delivery of an intensive student focused career development program, the PEY is preparing students for these internship opportunities and the overall dynamics of the workplace. The success of the PEY program lies in its integrative approach to career development, which introduces a fundamental shift in how students view the world of work, their contribution, and future path to achieve an understanding of the kind of career of path they wish to embark upon.

### Value for Participating Employers

- Employers hire students with one primary objective - that students produce a return on investment by working on large-scale projects with defined goals, from inception to completion
- Develop sustaining partnerships with the wider university community and various program stakeholders
- Provides a hiring pool for new graduate full-time opportunities
- Ontario Employers may be eligible for up to \$3,000 cooperative tax credit for each qualifying work placement. To determine if you are eligible visit the Canada Revenue Agency website at: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/crprtns/prv/on/cprtvdctn-eng.html>

## Program Specifications

PEY Internship Placement Length minimum of 12 months and up to 16 months

- Placement Start Date - between May 2014 and September 2014
- Placement End Date - between May 2015 and August 2015
- 2<sup>nd</sup> & 3<sup>rd</sup> year Engineering and Arts & Science students

## Participating Academic Departments

- Currently 80% of participating students are from the nine programs in Engineering - Chemical, Civil, Computer, Electrical, Engineering Science, Industrial, Materials, Mechanical, Mineral
- Currently 20% of participating students are from Arts & Science - Pharmacology, Toxicology, Pharmaceutical Chemistry, Computer Science, Commerce, Geosciences, Actuarial Science

\* International Students who are hired within Canada are required to have a valid Co-op Work Permit and SIN. The PEY Office will assist students in securing a Co-op Work Permit, but students are responsible for completing this process.



## Concerns Before and During Placement

Employers are not bound by a contract with the PEY program. Therefore, if at any time you wish to no longer participate, or are not able to find a suitable candidate to fit your opportunity, then do let us know and we will be able to assist you further. We will either recommend alternatives or assist you in withdrawing your participation.

PEY internships are valuable to students because they allow them to make a meaningful contribution in a workplace environment. Along with this comes the reality that challenges will be encountered and will need to be managed. To this end, the PEY Office offers professional support to both, employers and students on issues relating to students' performance during internships. Students and employers are encouraged to contact the Director of the Engineering Career Centre at any time to discuss how to deal with:

- Unsatisfactory Performance Evaluations
- Plant Closures
- Terminations
- Strikes
- Layoffs
- Illness
- Early Leave

Employers are encouraged to reach out to the PEY Office and the Director well in advance of any of the above situations taking place.



## Recruitment Timelines

The internship recruitment cycle is divided into two rounds, but this does not impact your placement start/end date or the pool of applicants. In other words, you can recruit during Round One even if your start date is later, or you can join us in the Continuous Round.

Date	Activity	Special Notes
September 13 <sup>th</sup> – September 24 <sup>th</sup> , 2013	Students register for PEY internship program	There will be a second registration period in January 2013
September 2013	PEY Office will begin accepting job postings or input your posting through the <a href="#">Career Portal</a>	
October 3 <sup>rd</sup> , 2013	First day students can view and apply to PEY postings on Career Portal	Interviews can be held any time after the job application deadline and are ongoing until November 27, 2013
November 15 <sup>th</sup> , 2013	Last day for employers to submit job postings	
November 15 <sup>th</sup> , 2013	Last day for interviews	
November 27 <sup>th</sup> , 2013	Last day for employers to submit rankings/offers to PEY Office	
December 4 <sup>th</sup> , 2013	Students will be notified of their offers via PEY Office	
December 4 <sup>th</sup> - December 13 <sup>th</sup> , 2013	Offer Processing	Employers will be notified of student's decision during this time frame



## Continuous Round: January 2014 – August 2014

Date	Activity	Special Notes
January 10 <sup>th</sup> – January 17 <sup>th</sup> , 2014	Student registration for PEY internship program	For students who did not register in September 2013
January 13 <sup>th</sup> , 2014	First day students can view and apply to PEY postings on Career Portal	Jobs will continue to be posted on an ongoing basis until August 2014
Ongoing	Interviews	Interviews can begin any time after the job application deadline and are ongoing until August 2014
Ongoing	Offers	Offers can be made any time after interviews and are ongoing until August 2014

Note: During the Continuous Round, employers will follow their own recruitment timeframes; there is no ranking/offer deadline for this round. The earlier the jobs are posted, interviews held and offers made, the greater the student pool. We advise that once you have selected candidates to interview and made the hiring decisions, offers should be made as soon as possible to ensure your selection.

## Recruitment Process

### Submitting Job Postings

Employers can reach out to anyone from the PEY Employer Relations team in order to post an internship opportunity. You are asked to prepare a job description. Please contact a PEY Employer Relations representative ([pey@ecf.utoronto.ca](mailto:pey@ecf.utoronto.ca)) and they will provide you with information about next steps. When submitting a job description, be sure to indicate your preferred method of collecting applications.

To ensure most efficient processing, we kindly request that employers use the ECC Career Portal to post jobs and manage recruitment. Please contact your Coordinator, or a PEY Employer Relations representative ([pey@ecf.utoronto.ca](mailto:pey@ecf.utoronto.ca)), to assist you with setting up or accessing your ECC Career Portal account.

We suggest that postings remain up for 2-3 weeks to allow students enough time to access the jobs and prepare their applications submission. Our experience is that students submit applications very close to the deadline. This is not an indication of their interest, rather of their efforts to meet the demands of their course work and their role in the recruitment process. Hence, for an accurate indicator of students' interest in your opportunity, our suggestion is to view the applications after the deadline.



## New Employers:

Your PEY representative will be able to supply you with a PEY sample job description, for you to use as a guideline.

## Returning Employers:

Using the ECC Career Portal returning employers are welcome to repost last year's submission, or submit a new one. If you prefer, inform us of the job description for which you wish to repost and we will do so for you. You don't need to resubmit unless the posting has been revised.

## Collecting Student Applications

There are **3 methods** to collect student applications:

1. **[ECC Career Portal](#)** – an online database system where we post all PEY opportunities. Registered employers will be able to access the site. Here employers will be able to view and retrieve applications of those students who have applied to their roles, and request interview schedules.
2. **Directly from students via email** – please be sure to include an email address where you would like students to send their applications. This information will be included at the very top of the job posting and students will be instructed to email their applications directly to the specified email address.
3. **Company Website** – some employers have their own application process via their own online website. Please be sure to include all necessary instructions on the job posting for students. Please be clear in your instructions and provide all steps involved in the process.

## Rankings (only during 1st Round of Recruitment)

The term "Ranking" is used to refer to the process of ordering the students to whom you wish to extend job offers for the positions that you have posted with Engineering Career Centre.

Please only rank those students who you view as a fit to work with your company, and who you are willing to employ.

- You will be required to email your offers/rankings to the PEY Office, to be processed and presented to students.
- Employers are not required to rank should they not wish to. Employers should only be ranking those students who they are willing to employ.



## Marketing and Promotional Methods

### Information Sessions:

Companies are encouraged to promote their company and opportunities through information group sessions. These sessions can be scheduled throughout October 2013, and in January 2014 and onwards. The format and details presented at the event are usually determined by each organization. The PEY Office can provide support in coordinating rooms and marketing the event to students.

### Things to Consider:

- **Fees** – There is an administrative fee of \$150.00 associated with all room bookings. This fee may be higher depending on the facility being booked. There is also an additional \$25.00 for audio/visual reservations. Your PEY representative will be able to make reservations in order for you to use the audio/visual equipment in the room. *Note: Employers must supply their own laptop.*
- **Posters/Pamphlets** – Employers are welcome to send us any posters/pamphlets they put together in order to advertise their event. Send us any material and we will distribute and post for you on campus.
- **Food/Beverages** – Food/beverages are welcome! It is the responsibility of the employer to provide food/beverages for their event. Your PEY representative will be able to advise you regarding catering options available. **NOTE:** as a courtesy to UofT please be sure to collect and dispose of all garbage and left over food/beverages after the event. There are various trash cans and recycling bins located throughout the UofT campus.
- **RSVPs** – The PEY Office can assist in collecting RSVPs for the event. We will collect RSVPs on your behalf and provide you with final numbers at least a week prior to the event in order for you to order food/beverages. Employers are also welcome to collect RSVP's on their own. Please provide us with an email address and we will be sure to include this in the information session advertisement.



## Salary Information

Employers are welcome to use the following salary statistics breakdown from the PEY 2013-2014 year as a guideline in determining salary for your available PEY positions. If you have any other questions regarding salary feel free to ask your PEY Representative.

Discipline	Students Placed	Average Salary	Salary Range
Chemical Engineering	54	\$46,354	\$33,775-\$66,690
Civil Engineering	62	\$41,284	\$30,000-\$57,201
Computer Engineering	78	\$45,530	\$34,257-\$60,450
Electrical Engineering	124	\$47,221	\$30,000-\$70,720
Engineering Science	116	\$45,749	\$30,872-\$72,800
Industrial Engineering	55	\$44,217	\$33,150-\$59,007
Mechanical Engineering	125	\$43,842	\$29,562-\$61,680
Materials Engineering	20	\$40,800	\$34,125-\$59,760
Mineral Engineering	8	\$52,380	\$43,200-\$59,007
<b>Engineering Total</b>	<b>642</b>	<b>\$45,264</b>	<b>\$29,562-\$72,800</b>
Business	3	\$40,500	\$33,775-\$44,600
Computer Science	94	\$40,500	\$30,000-\$70,800
Others	6	\$50,200	\$44,800-\$52,000
<b>TOTAL</b>	<b>745</b>	<b>\$44,501</b>	<b>\$29,562-\$72,800</b>





## Contact Us

### Administrative Team

Flo Zeng, Program Administrator: [flozeng@ecf.utoronto.ca](mailto:flozeng@ecf.utoronto.ca)

Kate Charles, Program Administrator: [katec@ecf.utoronto.ca](mailto:katec@ecf.utoronto.ca)

### Employer Relations Team

Marlyn de los Reyes, Internship Program Coordinator: [marlyn@ecf.utoronto.ca](mailto:marlyn@ecf.utoronto.ca)

Carolyn Wright, Internship Program Coordinator: [carolyn@ecf.utoronto.ca](mailto:carolyn@ecf.utoronto.ca)

### Student Development Team

Holly Wang, Career Counsellor: [holly@ecf.utoronto.ca](mailto:holly@ecf.utoronto.ca)

Soojin Park, Career Counsellor: [sooin@ecf.utoronto.ca](mailto:sooin@ecf.utoronto.ca)

Raylene Pinto, Career Counsellor: [raylenep@ecf.utoronto.ca](mailto:raylenep@ecf.utoronto.ca)

### Team Direction

Jose Pereira, Director: [jpereira@ecf.utoronto.ca](mailto:jpereira@ecf.utoronto.ca)

Chioma Ekpo, Assistant Director: [chioma@ecf.utoronto.ca](mailto:chioma@ecf.utoronto.ca)