

## EMPLOYER GUIDE PEY 2017-2018

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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 professional opportunities, wherein they can apply their knowledge in a project-based professional environment, crucial to their ongoing career development. 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 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 2017 and September 2017
- Placement End Date - between May 2018 and August 2018
- 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 Social Insurance Number. The university will assist students in securing a Co-op Work Permit, but students are responsible for completing this process. Only international students from Engineering and Computer Science – St. George Campus are eligible to apply for the Co-Op Work Permit.



## 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 Engineering Career Centre-PEY Team 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
- Company Closures
- Terminations
- Strikes
- Layoffs
- Illness
- Early Leave

Employers are encouraged to reach out to the Engineering Career Centre and the Director, [Jose Pereira](#), 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.

### Round One: September 2016 - December 2016

Date	Activity	Notes
August	Employers are invited to post jobs before the academic year begins via the ECC <a href="#">Career Portal</a>	Postings will go live September 26 (2-3 week posting period is recommended)
September 26	Students can view and apply to PEY postings on the ECC Career Portal	Application documents can be monitored through the Career Portal
November 7	Last day for employers to submit Round One job postings via the ECC Career Portal	
October 14	Interview Period begins– early interviews are highly recommended	On-campus, off-campus, telephone or Skype (book on campus rooms early as space is limited)
November 25	Interview Period ends	Please hold off releasing job offers directly to students prior to December 1
October 19- November 28	Employers input offer details into the ECC Career Portal	Instructions will be provided.
December 1 – December 9	*Round One Offer Period: students will be notified of their offer details via the PEY Office/Career Portal	Students have 48 hours to make a decision. Employers will receive e-confirmation
December 12 – December 16	Offer Processing	Finalizing contract details and placements

\*All offers will be presented to students through the PEY Office (ECC Career Portal) during 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 2017 – August 2017

Date	Activity	Special Notes
January 11	Continuous round jobs will go live on this date	Jobs will continue to be posted on an ongoing basis from January 2017 until July 2017
Ongoing (January until August 2017)	Interviews	Interviews can begin any time after the job application deadline and are ongoing until August 2017
Ongoing (January until August 2017)	Offers	Offers can be made any time after interviews and are ongoing until August 2017

**Note:** During the Continuous Round, employers will follow their own recruitment timeframes. The earlier the jobs are posted, interviews held and offers made, the greater the pool of candidates. We advise that Continuous Round offers should be made as soon as possible after the interview to ensure your selection.

## Recruitment Process

### Submitting Job Postings

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 staff member ([pey@ecf.utoronto.ca](mailto:pey@ecf.utoronto.ca)), to assist you with setting up or accessing your ECC Career Portal account.

Employers are asked to prepare a job description and to fill out the required information on the job posting form in the career portal. We suggest that postings remain up for two 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:

Please contact your PEY Coordinator if you would like to view a sample PEY job description to use as a guideline.

### Returning Employers:

Using the ECC Career Portal returning employers are welcome to repost last year's submission, or you are welcome to submit a new one if the posting has been revised.

## Collecting Student Applications

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

1. **Recommended: Online via system (career portal)** – applications will be uploaded via the career portal; here employers will be able to view and retrieve applications of those students who have applied to their positions, and request interview schedules. All applications will include a cover letter, resume and transcript.
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.

## Round One – Offer Period (December 1 – December 9, 2016)

This year, the PEY Program will not employ the Rank and Offer process – instead Round One offers will be sent directly to the employers' top choice candidate through the career portal. If the top student declines the job offer, it will be immediately extended to the student identified as your second choice, and so on. Only the job offer details will be communicated to students, they will not be made aware what place they were-on the employer's offer list.

The PEY round one process is highly competitive. It is not unusual for top tier students to have several offers.

To avoid delay in decision making, we encourage employers to list their order of preferred candidates and job offer details (salary, start/end date, location, any other relevant information) into the career portal as soon as possible after their interviews.

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

We kindly request that you submit your Round One offers through the career portal or to your PEY Coordinator **no later than November 28, 2016**. Detailed instructions on how to input offer details will be provided.

For the Continuous Round of Recruitment (January – July, 2017) all offers will be extended by email. During the Continuous Round, employers will follow their own recruitment timeframes. We advise that Continuous Round offers should be made as soon as possible following the interview to ensure your selection

## Promoting your Organization on Campus

### Information Sessions

Companies may wish to promote their organization and internship opportunities through on-campus group information sessions. The recommended timeframes to schedule these sessions are late September throughout October 2016, and January through February 2017. The format and details presented at the event are determined by each organization.

### Collaboration with UofT Central Career Centre

The Engineering Career Centre has partnered with the U of T Central Career Centre in coordinating most of on-campus Employer Information Sessions. The goal is for students to view the employer event schedules under one calendar and to avoid scheduling conflicts of similar industries with similar targeted participants. The role of the ECC- PEY Team is to provide support by marketing the event to the targeted student groups. If you are targeting co-op or interns for your information session that is being organized by the Central Career Centre, please ensure that you inform our office of the event details to maximize the advertising of the event.

### Things to Consider for the Information Session

- **Fees** – The standard rate of the university associated with most room bookings covers administrative and audio/visual equipment fees of \$400.00. These fees may be higher depending on the facility being booked.
- **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 Team / U of T Career Centre 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.

Employers also have the option to host an Information Session at their office location. Our office will collaborate with your team to help organize and promote your event to students.

### Recruitment Conference

For September 2016, the UofT Central Career Centre introduces a two-day Recruitment Conference targeting business and technology students. Several employers will be on campus on selected Saturday to make their company presentations and network with students. Recruit for targeted roles at your information session during each of the focused one-day conferences. Email us to learn more about the conference.

### Engineering Career Centre

222 College Street, Toronto, Ontario | [www.engineeringcareers.utoronto.ca](http://www.engineeringcareers.utoronto.ca)



## Schedule

September 17, 2016: Business, Culture & Creative  
September 24, 2016: Technology & Engineering

## Salary Information

Employers are welcome to use our [salary statistics breakdown](#) from the PEY 2015-2016 year as a guideline in determining salary for your available PEY positions. If you have any other questions regarding salary please feel free to ask your PEY Coordinator

In 2015-2016 the average salary was \$45,982 for placements within Canada. The average salary for positions within the USA was \$64,669 (CAD), and international (non-USA) / non-stipend salary average was \$57,974 (CAD).



## Contact Us

### Administrative Team

Nancy Dragicevic, Program Administrator: [nancy.dragicevic@ecf.utoronto.ca](mailto:nancy.dragicevic@ecf.utoronto.ca)

Megan Tate, Program Administrator: [megan.tate@ecf.utoronto.ca](mailto:megan.tate@ecf.utoronto.ca)

### Employer Relations Team

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

Kate Epp, Internship Program Coordinator: [kate.epp@ecf.utoronto.ca](mailto:kate.epp@ecf.utoronto.ca)

Fazia Khan, Internship Program Coordinator: [fazia.khan@ecf.utoronto.ca](mailto:fazia.khan@ecf.utoronto.ca)

### Student Development Team

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

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### Team Direction

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

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