

EMPLOYER GUIDE eSIP 2017

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What is eSIP?

The Engineering Summer Internship Program (eSIP) is a co-curricular program recognized by the Ministry of Finance and the Canada Revenue Agency (CRA). Our industry partners have greatly benefitted in hiring eSIP applicants who are not only ready to take on responsibilities but also willing to make a meaningful contribution in the workplace.

The program is optional for engineering students to join in their second or third year of studies. If students choose to participate, they must pay a registration fee and a placement fee (which some employers choose to reimburse the students for). These fees cover the administration of our program including the counselling support to help students prepare for their summer internship. Students who complete four months under this program fulfill their 600 hours of practical work experience which is a requirement for graduation.

Value for Participating Employers

- 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 cooperative tax credit for each qualifying work placement. To determine if you are eligible visit the Canada Revenue Agency website at: www.fin.gov.on.ca/en/credit/cetc
- Minimize future recruitment costs by assessing potential PEY or full-time hires before they graduate
- Receive ongoing administrative support from the Engineering Career Centre (ECC) throughout the recruitment period

Program Specifications

- Placement Start Date: May 2017
- Placement End Date: August 2017
- Participating Students: 2nd & 3rd year Engineering students

Participating Academic Departments

Participating students are from the nine programs at U of T Engineering:
Chemical, Civil, Computer, Electrical, Engineering Science, Industrial, Material, Mechanical and Mineral

eSIP Recruitment Process

Recruiting Through the ECC Career Portal

The ECC Career Portal is an online career management system that allows employers to post jobs, view applications, schedule interviews and reach out to their candidates.

New Employers: Steps to Register Your Organization on the Career Portal

1. Complete the Employer Registration form: <https://uoftengcareerportal.ca>
2. Once submitted, your ECC contact will review and approve your registration
3. Registration approval usually takes around 1 business day; you will receive a confirmation email
4. To post a job, click on the *Post a Job* link under *the Internships and Experience Programs* heading on the left side of the portal screen and follow the instructions

Returning Employers

Returning employers are welcome to use the same login and repost last year's submissions. To post a job, click on the *Post a Job* link under *the Internships and Experience Programs* heading on the left side of the portal screen and follow the instructions

Job Postings

For summer 2016 recruitment, job postings will be available to students starting September 26, 2016. Our suggested posting period is two to three weeks to allow students enough time to access the jobs and prepare their applications.

Collecting Student Applications

There are **three methods** to choose from to collect student applications:

1. **[ECC Career Portal](#)**- an online database system where we post all eSIP opportunities. Registered employers will be able to access the site to view and retrieve applications for students who have applied to their organization, and request interview schedules to meet with the students of interest.
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. **Your company's website**- some employers have their own application process via their website. Please be clear in your instructions and provide all of the steps involved in the process.

Note: Some students, although registered under eSIP, may be only looking for regular summer employment. We encourage eSIP employers to include the co-op requirement in their job postings, for example: "Students must be registered with a university co-op or internship program, returning to full-time studies upon completion of their work term."

Extending Your Posting

Students typically wait until near the deadline to apply, so your application numbers may increase closer to the expiry date. If you would like to extend your posting, please wait until the job application deadline has passed. You have the option to extend the deadline through the Career Portal yourself, or ask your ECC contact.

Job Application Review

You may begin to review your job applications before and after your posting expires. Please log in to the Career Portal to access your applications if they were collected via our system. If you are unable to access your account, please let us know.

Interviews, Offers and Job Acceptance

Setting up Interviews

Once your job posting has closed and you have reviewed your applications, you may begin scheduling interviews with your selected candidates. Our Career Portal is a great way to make this process easier as it allows you to select your candidates and preferred interview date, as well as design the schedule (interview length, breaks, etc.). The schedule is then submitted to our office for review. Once approved, your students are notified and invited to sign-up for an interview slot.

Steps to Schedule Interviews Using the Career Portal:

- 1) Go to *View Applications for my Postings* under *Internship & Experience Programs*
- 2) Click *View Applications* next to the job posting. Here you will see a list of applicants and a PDF version of their application package
- 3) You may select “*Yes*” or “*No*” beside each student’s name to indicate if you would like to meet with them for an interview.
- 4) Click *Submit*.
- 5) Click on *Schedule an Interview* at the top in the *Actions* section and follow the prompts.

We encourage employers to conduct interviews on campus so students don’t miss out on any of their classes. We have a number of interview rooms for this purpose. The number of rooms is limited, so please book ahead by sending an email request to career@ecf.utoronto.ca.

Interviews can also take place via telephone, Skype, FaceTime or at your office location. If you prefer to connect directly with students to schedule interviews, please keep us posted on the outcome.

Extending a Job Offer

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.

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.

Job Acceptance

The ECC will record all eSIP placements so students receive credit towards their 600 hours of work experience required to graduate. Listed below are the employer’s responsibilities once the job offer is accepted:

- Confirm with your ECC contact that the job offer was accepted
- Provide a copy of the letter of offer or contract to the student and the ECC
- Review the students’ job performance and sign their eSIP evaluation form at the end of their work term

Concerns Before and During Placement

If at any time you wish to no longer participate or are not able to find a suitable candidate to fit your opportunity, please let us know and we will either recommend alternatives or assist you in withdrawing your participation.

eSIP 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 met, and managed. To this end, the ECC offers professional support to both employers and students on issues relating to students’ performance during internships. Students and employers are encouraged to contact the ECC at any time to discuss how to deal with any concerns, feedback or issues related to:

- Unsatisfactory performance
- Organizational closures
- Terminations
- Strikes
- Layoffs
- Illness
- Early Leave

Employers are encouraged to reach out to the Engineering Career Centre well in advance of any of the above situations taking place. See our contact information on the final page of this document.

Program Timeline

2017 Recruitment Timelines

Date	Activity	Special Notes
September 9-19, 2016	Students: Online registration	There will be a second registration period in January 2017
September 2016	Employers: Start posting jobs on Career Portal	Students can access the jobs starting September 26 th . Jobs are typically posted for 2-3 weeks
September 26, 2016	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 2016	Ongoing recruitment	
December 2, 2016	Last day for employers to post positions prior to the winter break	



January 6-12, 2017	Students: Online registration	For students who did not register in September 2016
January 2017	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 17, 2017	Students: First day to view jobs following the holiday break	Jobs postings, interviews and offers are ongoing
January-April 2017	Ongoing recruitment	
April 30, 2017	Employers: Last day to post eSIP jobs	
April-May 2017	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 2017	Students: Start preparing the Evaluation and Co-op Reflection Report	Evaluation form to be filled out and signed by manager
August 2017	Employers: Tax credit letters are prepared and emailed out to those that qualify	
September 30, 2017	Final Evaluation, Co-op Reflection Report and updated resume due	Documents to be submitted via black-board

If your organization's internal recruitment timelines do not line up with this, please contact us to discuss.

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 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 ECC 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.

September 17, 2016: Business, Culture & Creative

September 24, 2016: Technology & Engineering

Learn about pricing and register: <http://goo.gl/forms/UE6OnQKL3l>

Career Information Days (CID)

Set up a booth at U of T's largest annual career event and meet 3000+ students and grads from all years and programs. Keynote speakers and panels on emerging recruiting trends are also available to attend.

September 22-23, 2016

Time: 11:00am - 3:00pm

Location: Downtown St. George Campus

Learn about pricing and register: <http://goo.gl/forms/UE6OnQKL3l>

Salary Statistics

Employers are welcome to use the following salary statistics breakdown from the eSIP 2016 year as a guideline in determining salary for your available eSIP positions. If you have any other questions regarding salary, feel free to ask your ECC contact.

Discipline	Average Rate of Pay (hourly)	Pay Range
Chemical Engineering	\$14	\$12-17
Civil Engineering	\$20	\$17-25
Electrical & Computer Engineering	\$18	\$11-26
Engineering Science	\$20	\$11-25
Materials Engineering	\$20	\$20
Mechanical Engineering	\$17	\$16-18
Total	\$18	\$11-26

Contact Us

eSIP Employer Relations Team

Chioma Ekpo, Assistant Director: chioma@ecf.utoronto.ca

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