



## PEY STUDENT GUIDE 2018-2019

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## Eligibility for PEY

The Professional Experience Year (PEY) Internship Program is open to the following undergraduate students currently enrolled at the University of Toronto:

- 2<sup>nd</sup> and 3<sup>rd</sup> year Engineering and Computer Science at St. George Campus
- 2<sup>nd</sup> and 3<sup>rd</sup> year Canadian Citizen and Permanent Resident students in the Faculty of Arts and Science

### **Eligibility Criteria**

- Enrolled full time in the current academic year 2017-2018
- Returning on a full-time basis in the year following the PEY internship
- In good academic standing at the time of registration (2017-2018), and at the start of the PEY year (2018-2019)

### **International Students**

International students applying for PEY require a **Co-op Work Permit** and **Social Insurance Number (SIN)** before beginning their internship. Students are encouraged to refer to the following links for more information. Further communications will be sent out regarding the co-op work permit process.

- [Co-op Work Permit FAQs](#)
- [Centre for International Experience](#)
- [Government Website](#)

## **\*NEW\* PEY Continuous Recruitment**

This cycle is ongoing without specific interview and offer timelines. There will be no ranking period and employers may set up interviews and send out offers any time.

### **Registration**

- Fall registration: September 8-18, 2017
- Winter registration: January 5 – 11, 2018
- Online Registration: <http://www.apsc.utoronto.ca/portal>

### **Placement**

- Placement Start Date- anytime between May 2018 through early September 2018
- Placement End Date - anytime between May 2019 through early August 2019
- The minimum length of the PEY internship must be 12 months continuous at one company. Any offers under 12 months **will not** be accepted.

### **Fees**

- Non-refundable PEY application fee of \$125 upon registration
- PEY Placement fee of \$975 for successful PEY applicants
- Incidental fees charges by the office of the Registrar to keep the part-time status of students while on internship
- The PEY placement fees and incidental fees will be posted on the student's ACORN account in the fall of the academic year of the student's placement.



## Continuous Recruitment Timeline

Date	Activity	Notes
Sept. 8 - 18, 2017	Student online registration	Registration: reopens Jan. 2018
Job Postings: Sept. 25 – June 30, 2018	Students can apply to PEY postings on the ECC Career Portal	Jobs are typically posted for 2-3 weeks
Oct. 10, 2017 – July 22, 2018	Interview Period	On & off-campus, phone, Skype or Google hangouts. Deadline to interview: July 22, 2018 <b><i>Check your email regularly</i></b>
Oct. 2017 – Aug. 3, 2018	Job Offers: sent out by email to selected candidates	Students are given 48 hours (or longer) to make a decision. This is dependent on the company's internal process and not UofT Placement date deadline: Aug. 10, 2018
Dec. 22-early Jan.	New job postings will be live over the holiday break	Students are encouraged to apply

## The Recruitment Process

### Preparing for your Internship Search

Obtaining a PEY Internship placement occurs as a result of the student being able to demonstrate that he/she is the best fit for the position.

### Professional Development Support: Workshops, Individual Appointments, Drop-In Hours

Participation in the large group workshops, interactive small group workshops, and individual appointments is strongly encouraged to ensure you are better prepared for the recruitment process. We are excited to launch our new drop-in hours. We will make every effort to create additional drop-in days and list them as they become available.

### Workshop Schedule:

Listed under *Events & Workshops* in your ECC Career Portal.

### Drop-in Hours:

Every Thursday, as of October 5, 2017, 10am – 12pm and 2pm – 4pm (except on holidays). Appointments are on a "first come, first served" basis. You must come in person to the Engineering Career Centre (ECC) to register for the same day drop-in appointment. You cannot register by phone.

### Engineering Career Centre

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



Meet with a Career Counsellor for a 20 minute drop-in appointment for:

- quick tips for your resume or cover letter (must have a hardcopy with you)
- interview preparation
- job offers + job search strategies

### **Next Steps:**

1. Attend a large group workshop on a range of topics - job posting assessment, resume and cover letter content, interview preparation, job offers. Registration is not required; just drop in.
2. Attend an interactive small group workshop. Registration is required. Sign up through your ECC Career Portal account, under *Events & Workshops*.
3. After attending the workshops, use our [online booking system](#) to meet with a Career Counsellor. Select one of the booking options to support you with the application process.
4. Given the high volume of students in the PEY and ESIP programs, we suggest you plan ahead and book appointments/small group workshops two weeks in advance.

### **Job Search and the ECC Career Portal**

The Engineering Career Centre Career Portal was designed to manage all aspects of the PEY internship placement process. As applicants, students will be responsible for checking the specific PEY requirements, policies and resources that are posted on the Career Portal.

PEY job opportunities are posted throughout the year; students are encouraged to check the portal regularly and follow the instructions carefully on how to apply.

- View job postings
- Upload job applications
- View interview invitations and select interview time slots
- Sign up to attend Employer Information Sessions
- Sign up for workshops and book appointments
- Upload Co-op Work Permits, PEY Acceptance Form and PEY Contracts

### **Job Applications**

There is no limit to the number of job applications a student may submit: however, success comes from strengthening the quality of applications and not the quantity of applications. Attending development workshops are recommended to help students identify job fit and create strong, tailored applications that will be noticed by employers. All applications should include the following:

- Cover Letter
- Resume
- Copy of Transcript (unofficial is fine)

### **Interviews**

Read the Interview Guide that is posted on the Career Portal. Interviews are critical to the success of securing an opportunity, therefore it is important to be well prepared in advance. Being well prepared for an interview means attending the ECC's development sessions, researching the organization, knowing how experiences and strengths relate to the position and articulating oneself in a professional manner.

## Securing a Placement

### Accepting a Job Offer

Accepting a PEY job offer whether verbally or in writing is considered final. Students are encouraged to carefully evaluate the offer prior to making a decision. Failure to follow these policies may lead to possible release from registration in the PEY program.

- Once a job acceptance has been made, students should cancel all interviews and decline future offers
- Students are expected to commit to the entire work term stated in the contract
- Students are not allowed to combine internships in multiple organizations
- Students are prohibited in rescinding an offer unless with valid and justifiable cause such as those concerning health and safety

### Letter of Offer/Employment Contracts and PEY Acceptance Form

These two actions are required to ensure that the students' internship placement record is finalized:

- Upload the [PEY Acceptance Form](#) to the Career Portal soon after you accept the offer
- Upload the signed copy of the contract once it is released by the employer

### Finding Your Own Placement – Outside of the Career Portal

Students are not restricted to only finding a PEY opportunity through the PEY Career Portal, and are encouraged to seek out new opportunities through networking. Should you receive a job offer on your own and wish to use it for PEY, please be guided with the requirements:

- Work term is paid, full time, starting between May and September 2018, 12-16 months in length
- Submit to the Engineering Career Centre a copy of your offer letter/contract, signed by yourself and your employer. Contract must include salary and start and end dates
- Provide the name, title, email address, phone number and work address of the contact person in the organization
- Contract will be subject to review and approval
- Submit PEY Acceptance Form
- Pay the fees

### Work Term Information

For successful completion of their PEY non-academic credit, students must submit the following:

1. Mid-term evaluation
2. Final evaluation
3. Final PEY Paper

Students will receive more information regarding this process once they have begun their internship.



## **Professionalism**

Maintaining professionalism throughout the recruitment process is crucial in attracting an employer's interest and securing a PEY internship. While on your internship you will begin to build your reputation as a professional and laying the foundation for your career. Approach an Engineering Career Centre staff member for guidance to ensure that you are representing yourself and your interests in the most effective manner.

### **Key Points**

- When connecting with employers directly, it is important to communicate clearly and professionally.
- Maintain professionalism and show good work ethics while on placement. The ability to take direction from your supervisor are expected and mandatory behaviours.
- Students should contact the Engineering Career Centre immediately if there are critical issues that will lead to pre-maturely leaving the job. Failure to follow the proper steps without contacting the PEY office beforehand may result to being removed from the PEY program.
- For many students, this will be the first time securing a professional job opportunity. Should any difficulties or concerns arise before or during your PEY placement, students are encouraged to reach out to a member of the PEY Office – our door is always open.