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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:

- 2nd and 3rd year Engineering and Computer Science at St. George Campus
- 2nd and 3rd 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](http://www.apsc.utoronto.ca/portal)

Work Term Dates

- PEY Start Date- anytime between May 2018 through early September 2018
- PEY 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 Administration 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 Administration fee and incidental fees will be posted on the student’s ACORN account in the fall of the academic year of the student’s work term.
Continuous Recruitment Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 8 - 18, 2017</td>
<td>Student online registration</td>
<td>Registration: reopens Jan. 2018</td>
</tr>
<tr>
<td>Job Postings:</td>
<td>Students can apply to PEY postings on the ECC Career Portal</td>
<td>Jobs are typically posted for 2-3 weeks</td>
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<tr>
<td>Sept. 25 – June 30, 2018</td>
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<td>Deadline to interview: July 22, 2018</td>
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<td></td>
<td><strong>Check your email regularly</strong></td>
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<tr>
<td>Oct. 2017 –Aug. 3, 2018</td>
<td>Job Offers: sent out by email to selected candidates</td>
<td>Students are given 48 hours (or longer) to make a decision.</td>
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<td></td>
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<td>This is dependent on the company’s internal process and not UofT</td>
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<td>Final date to secure a work term: Aug. 10, 2018</td>
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<tr>
<td>Dec. 22-early Jan.</td>
<td>New job postings will be live over the holiday break</td>
<td>Students are encouraged to apply</td>
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</tbody>
</table>

The Recruitment Process

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

PEY Development Workshops (Cover letter, resume, interview, job search)
Student development is facilitated through PEY workshops and some in-person counselling sessions; attendance at the workshops dramatically increases success in the recruitment process. Students are encouraged to take advantage of the large group workshops and interactive small group sessions related to the PEY job search process. A schedule of workshops can be found under the Career Portal Events & Workshops tab.
Job Search and the ECC Career Portal
The Engineering Career Centre Career Portal was designed to manage all aspects of the PEY internship recruitment 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.

*Please ensure that you check the email account regularly that is associated with your Career Portal account. Most of our communication will be sent to this email address (regarding interviews, offers and updates on PEY Processes)*

Securing a PEY Work Term

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 work term 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 Work Term – 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 your work term. 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 work term, students are encouraged to reach out to a member of the PEY Office – our door is always open.