

## 2022 – 2023 Professional Experience Year Co-op (PEY Co-op) Student Recruitment Key Dates

**COVID-19 Update: The recruitment dates in this document may be subject to change as the pandemic continues. The Engineering Career Centre is continuously monitoring the situation and will advise of any further updates. \***

- Paid work term (12 – 16 months in duration)
- Students work between May 2022 – August 2023
- 3<sup>rd</sup> year Engineering + Arts & Science Students

Date	Activity	Notes
September 10 <sup>th</sup> – 21 <sup>st</sup> , 2021	PEY Co-op online registration through the <a href="#">Engineering Portal</a>	Registration: re-opens in January 2022 for students who did not register in September 2021.
September 28 <sup>th</sup> , 2021	Student development workshops begin (Online sessions for cover letter, resume, interview prep)	Check the <a href="#">PEY Co-op website</a> for schedule Starting September 28 <sup>th</sup> , workshops can be viewed and scheduled through the PEY Co-op <a href="#">Career Portal</a> & Quercus
September 28 <sup>th</sup> – October 17 <sup>th</sup> , 2021	Mandatory PEY Co-op Pathway to Success workshop Available online via Quercus with optional Q&A sessions*	Attendance to this workshop is a pre-requisite for PEY Co-op job board access. Attendance will be checked upon completion of the session and quiz online. Once students have completed the mandatory workshop and quiz, their PEY Co-op career portal account will be activate.  Note: Please allow 3-5 business days after completing the quiz to log into the Engineering Career Portal.
Job Postings: October 4 <sup>th</sup> , 2021– June 30 <sup>th</sup> , 2022	Students can apply to PEY Co-op postings on the PEY Co-op <a href="#">career portal</a>	Jobs are typically posted for 2 – 3 weeks
October 18 <sup>th</sup> 2021– July 15, 2022	Interview Period	Telephone, virtual interviews*, or in-person  <b><i>Check your email (used to register in PEY Co-op) regularly</i></b>
October 2021 – August 2022	Job Offer Period	Offers can be extended by the PEY Co-op office or the employer, by email, phone, or in person  Students are typically given 2 – 3 days to decide  Last day to accept a PEY Co-op offer: August 5 <sup>th</sup> , 2022



December 22 <sup>nd</sup> , 2021 – January 2 <sup>nd</sup> , 2022	ECC recruitment activities on hold due to Winter Break	Some jobs may be live over the break Office re-opens on Jan 3 <sup>rd</sup> , 2022
January 5 <sup>th</sup> - 19 <sup>th</sup> , 2022	PEY Co-op online registration through the <a href="#">Engineering Portal</a>	For students who did not register in September 2021
January 24 <sup>th</sup> – 31 <sup>st</sup> , 2022	PEY Co-op Pathway to Success workshop (for students who registered in January) Available online via Quercus with optional Q&A sessions*	Attendance to this workshop is a pre-requisite for PEY Co-op portal access  Once students have attended the workshop and completed the associated quiz, their PEY Co-op career portal account will be activated
January 2022 – August 2022	<b>Last date for:</b> Job postings (June 30 <sup>th</sup> ), interviews (July 15 <sup>th</sup> ) & offers (August 5 <sup>th</sup> )	Student development workshops are ongoing, sign up through your career portal account
February 14 <sup>th</sup> , 2022 – August 5 <sup>th</sup> , 2023	Transition to Workplace Workshop and Quiz (Mandatory for those who secure PEY Co-op work terms)	Students will receive an email with instructions on how to complete the quiz online via Quercus.

\*The Engineering Career Centre (ECC) is working remotely in support of the University of Toronto’s efforts to slow the transmission of COVID-19. All services are being provided online. \*

Work terms begin	<b>May 2022 – September 2022</b>	Work terms end	<b>May 2023 – August 2023</b>
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\*\* *The minimum length of a qualifying PEY Co-op work term is typically 12 months continuous work, at one company. Extenuating circumstances impacting certain industries and students (such as the ongoing pandemic) will be assessed on a case-by-case basis, when considering exceptions to the minim*