



**PEY STUDENT GUIDE
2014-2015**

Contents

Registration 2
PEY Recruitment Timelines..... 3
The Recruitment Process 4
Securing a Placement 6
Contact Us 7

Registration

Eligibility for PEY

The PEY Program is open to the following registered University of Toronto undergraduate students:

- Undergraduate students enrolled in the Faculty of Applied Science & Engineering and the Faculty of Arts & Science.
- A minimum cumulative grade point average (CGPA) of 2.0
- 2nd or 3rd year full-time students in the current academic year (2013-2014)
- Returning to 3rd or 4th year on a full-time basis in the year following the PEY internship
- In good academic standing at the time of registration (2013-2014), and at the start of the PEY year (2014-2015)
- Open to Canadian Citizens, Permanent Residents, or International students

Special consideration

- Students whose CGPA falls below the 2.0 requirement will not be able to apply online. Students who do not meet the academic criteria must first meet with the Director or Assistant Director to discuss the requirements and demands of the program prior to registration. This appointment can be booked through our [website](#); please note *special consideration – GPA* as the purpose of the meeting.

International Students

International PEY students require a Co-op Work Permit and Social Insurance Number before beginning their internship. Further details on this process will be communicated to applicable students.

Students should apply for a Co-op Work Permit in early January 2014 if they are planning to start work in May 2014. The PEY Office will provide a letter confirming your registration, which is required for your application. More details can be found on the Citizenship & Immigration Canada (<http://www.cic.gc.ca/english/study/work-coop.asp>).

When to Register

Students have two chances to register for PEY.

- 1) September 13 – 24, 2013
- 2) January 10 - 17, 2014

How to Register

Students are encouraged to attend the PEY Information Session before registering. Check our [calendar](#) for the scheduled sessions.

Online Registration: <http://www.apsc.utoronto.ca/portal>

Registration Fees

All students applying to the PEY program will be required to pay a \$100.00 non-refundable application/development fee. This amount is payable via VISA, MasterCard, or AMEX upon completion of the online application procedure. An electronic receipt will be generated, and e-mailed to your utoronto account. Students must use their utoronto email to register, and indicate their correct POSTCode.

Note: Students only need to register once for the year (do not need to re-apply in January.)

PEY Recruitment Timelines

The PEY Internship placement length is a minimum of 12 months and up to 16 months

- Placement Start Date – anytime between May 2014 and September 2014
- Placement End Date - anytime between May 2015 and August 2015

The PEY recruitment cycle is comprised of two different rounds of recruitment– Round One and Continuous Round. Round One will be structured with specific posting, interview and offer deadlines. During the Continuous Round, the recruitment process will be ongoing; therefore postings, interviews and offers will be taking place at any time from January 2014 until August 2014.

Round One: October 2013 - December 2013:

Dates	Activity	Special Notes
September 13 – 24, 2013	Online PEY registration	
October 3, 2013	First day students can view and apply to PEY postings on the ECC Career Portal	Interviews can be held any time after the job application deadline and are ongoing until November 27
November 27, 2013	Last day for interviews	
December 4, 2013	Students will be notified of their offers via PEY Office	
December 4 - December 13, 2013	Offers are processed	Employers will be notified of student's decision during this time frame

Continuous Round: January 2014 – August 2014

Date	Activity	Special Notes
January 10 – 17, 2014	Online registration for PEY internship program	For students who did not register in September 2013
January 13, 2014	First day students can view and apply to PEY postings on the ECC Career Portal	Jobs will continue to be posted on an ongoing basis until August 2014
Ongoing	Interviews	Interviews can begin any time after the job application deadline and are ongoing until August 2014
Ongoing	Offers	Offers can be made any time after interviews and are ongoing until August 2014

Note: During the Continuous Round, employers will follow their own recruitment timeframes; there is no ranking/offer deadline for this round.

The Recruitment Process

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.

Following are some integral components in obtaining an ideal internship:

PEY Development Sessions

Student development is facilitated through PEY workshops and one-on-one counselling sessions; attendance at both dramatically increases success in the recruitment process. The development sessions calendar can be found on our website. Individual appointments can be made through our online booking form, as well.

Job Search

PEY job opportunities are posted on our ECC Career Portal throughout the year; students are encouraged to check the website regularly. Students are also encouraged to seek out PEY placements independently through networking (please see *Securing a Placement* below for more information).



For opportunities listed on the ECC Career Portal, it is important to follow the instructions carefully on how to apply; application instructions are listed on the top of the job posting. For those positions without instructions, students are to apply through the ECC Career Portal.

There are many opportunities available, and it may be overwhelming to narrow down the choices. Researching organizations, positions and fields of interest will help to inform students which positions suit them best.

ECC Career Portal

The Engineering Career Centre has its own Career Portal designed to manage all aspects of the PEY internship placement process.

The Career Portal will be used to:

- View job postings
- Upload your application portfolios
- Sign up to attend Employer Information Sessions
- Sign up to attend PEY small group workshops
- View interview invites and select interview time slots
- View rankings/offers

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 and one-on-one counseling appointments 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 ROSI Transcript

Employers will often disregard incomplete applications, so it is imperative to include all of the above in each application.

Interviews

- 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.
- Students are strongly encouraged to meet with one of our career counsellors to help identify how one's skills and experiences are relevant to each position.
- In the event that a student is no longer interested in or is unable to attend an interview, it is their responsibility to notify the Engineering Career Centre or the employer of the cancellation.

Securing a Placement

Accepting a Job Offer

The acceptance of a job is final; therefore students are encouraged to carefully evaluate the offer prior to accepting. Students will also receive a letter of offer/contract from their respective employer outlining the terms of their internship. Students who have concerns after having accepted an offer are asked to contact the Director of the Engineering Career Centre, immediately.

Letter of Offer/Employment Contracts

Once students have secured a placement and have received their employment contract by their employer, they must provide the Engineering Career Centre with an electronic copy. Please email your employment contract to your PEY Coordinator.

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. For guidance on how to proceed, you may contact an Engineering Career Centre staff member. Should you find your own placement and wish to use it for PEY, then you must meet with our Director for approval. Please bring with you a copy of the employment contract and/or job description for the Director to review and approve.

Once students have accepted a PEY placement, they are required to attend a *Transition to the Workplace* seminar to help prepare for their placement as well as to obtain important administrative information.

Please visit our website for details regarding workshop dates, times and locations –

www.engineeringcareers.utoronto.ca.

Fees

Students who secure a placement are required to pay a placement fee. The PEY placement fee for students completing placements from May 2014 – September 2015 is \$925.00. As with tuition fees, this PEY placement fee will be posted to the student's ROSI account in the fall of the academic year of the student's placement.

A student's status, while on PEY placement, is considered to be part-time and the student is therefore required to pay part-time incidental fees. Incidental fees vary from Engineering students to Arts & Science students (For further information regarding fees, please contact the Office of the Registrar).

Work Term Information

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

1. Mid-term evaluation (due around the 4 month point)
2. Final evaluation (to be completed before the end of the internship)
3. Final PEY Report (due in September 2015)

All documents should be submitted via Blackboard. 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.

Points to remember:

- When connecting with employers directly, it is important to communicate clearly and professionally. If students are unsure how to communicate with employers in a business-appropriate manner, it is encouraged to approach an Engineering Career Centre staff member for guidance to ensure that students are representing themselves and their interests in the most effective manner.
- In the event that a student no longer wishes to attend an interview or has a conflict, they must notify the Engineering Career Centre or notify the employer directly. Missing an appointment with an employer sends a signal regarding commitment and interest; it may jeopardize future opportunities with that organization.
- For many students, this will be the first time securing a professional job opportunity. The Engineering Career Centre staff is here to provide guidance along the way. Our staff is comprised of career counsellors as well as an employer relations team. The collaboration between the teams can offer you unique expertise with regards to acquiring a successful internship

Contact Us

Administrative Team

Flo Zeng, Program Administrator: flozeng@ecf.utoronto.ca

Kate Charles, Program Administrator: katec@ecf.utoronto.ca

Employer Relations Team

Marlyn de los Reyes, Internship Program Coordinator: marlyn@ecf.utoronto.ca

Carolyn Wright, Internship Program Coordinator: carolyn@ecf.utoronto.ca

Student Development Team

Holly Wang, Career Counsellor: holly@ecf.utoronto.ca

Soojin Park, Career Counsellor: sooin@ecf.utoronto.ca

Raylene Pinto, Career Counsellor: raylenep@ecf.utoronto.ca

Team Direction

Jose Pereira, Director: jpereira@ecf.utoronto.ca

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