

# Carolinian Canada Coalition

Collaborating for a Healthy Ecoregion

1017 Western Rd, London ON N6G 1G5, Grosvenor Lodge (by appt.)  
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## **CAROLINIAN CANADA STUDENT INTERN PROGRAM (CCSI) For Habitat Stewardship & Research HIRING & APPROVAL PROCESS 2010-2011**

### **APPLICATIONS**

1. Applications are accepted throughout the year and considered based on placements remaining. It is recommended that employers contact CCC six [6] months prior to the preferred work term to discuss availability.
2. Submitted applications are forwarded to the Carolinian Canada Selection Team and two internships per term may be selected based on the job description's fit with intern program criteria.

### **SELECTION & JOB POSTING**

1. If your application is selected, you will be notified by Carolinian Canada and advised on posting your job through the U. Waterloo Co-op JobMine program.
2. Selected employers may post their position throughout the year until a student is hired.

### **FINDING A STUDENT MATCH**

1. The employer reviews student applications on-line and selects the preferred candidates to interview.
2. Copies of student resumes selected for interviewing are to be forwarded to Virginia Lambdin, CCSI Coordinator, [office@carolinian.org](mailto:office@carolinian.org) for review to ensure they fulfill the criteria of the program.
3. Interviews are scheduled at the University of Waterloo. It is the responsibility of the employer to work with JobMine at U. Waterloo to set up and complete the interviews.
4. Once the interviews are concluded and before making a job offer, final approval must be granted by Dr. Gordon Nelson, Chair CCC and Professor Emeritus, Faculty of Environment, University of Waterloo. See 'Approving the Intern' below.

### **LETTER TO APPROVE THE INTERN**

1. Outline the following items in letter format (1-2 pages in length) addressed to Dr. Gordon Nelson, Professor Emeritus, FE, University of Waterloo, Waterloo, Ontario
  - The number of student applications submitted for the position;
  - The number of interviews and selection rationale;
  - Name of successful applicant, program or discipline;
  - Final Job description;
  - Brief comments on the value of CCC/UW coop research assistantship program.
2. Forward the letter electronically to Virginia Lambdin, CC Student Intern Coordinator, at [office@carolinian.org](mailto:office@carolinian.org).
3. If more information is required before approval, you will be contacted. To follow up regarding the status of the internship, please contact Virginia (519) 433-7077.
4. We will contact you within two weeks regarding the status of your intern selection.

### **CLOSING THE HIRE**

1. A Letter of Agreement between Carolinian Canada and the employer outlining the guidelines, reporting and payment procedures for the CC Student Intern Program will be forwarded upon intern approval.
2. A signed copy of the Letter of Agreement is to be forwarded by fax to Virginia Lambdin, 519-913-2449 or scanning and forwarding a signed copy to [office@carolinian.org](mailto:office@carolinian.org).