

CIEP CHECK LIST FOR HOSTS

- Complete CIEP Application and return (fax/mail/e-email) to On Co-op
- Create intern Job Description and e-mail to On Co-op
- Read 2009 Host Procedure Manual
- Verify that job posting appears on both Service Canada job bank and On Co-op website
- Conduct reach out to own local networks in search of potential candidates
- Sign Memorandum and mail to On Co-op along with a \$50 non-refundable registration fee (payable by cheque or credit card)
- Receive resumés from On Co-op
- Screen resumes and contact candidates for interviews
- Interview top candidates
- Make a hiring decision and contact chosen candidate to inform him/her re. decision, as well as the start and end date of program
- Contact On Co-op to inform Project Manager of hiring decision
- Complete and sign HRDC *Youth Employment Strategy Participant Information Form* with intern and fax back to On Co-op
- Create a copy of HRDC form for own files and mail original to On Co-op
- Create and sign an Offer of Employment with intern and send copy to On Co-op
- Provide intern with photo disclaimer and workshop registration forms to complete and fax back to On Co-op
- Complete Host Check List - signed and dated and return to On Co-op via fax

I _____ (first and last name) confirm that I have completed all the required steps listed above, in order to participate in the CIEP program.

Signature: _____

Date: _____

Please fax this back to the attention of Audrey Aczel, at 519.763.7239