



CAREERS  
take on the future

# INTERNSHIP PROCESS FOR EMPLOYERS

1. Employer and student start with CAREERS, through which the placement is made.
2. Student is hired, and should begin working on the start date stated on Confirmation of Employment.
3. CAREERS sends confirmation to school authority, employer, and student.
4. Employer conducts orientation, including safety onboarding.
5. School authority should contact employer within 3 business days of Confirmation of Employment to arrange paperwork, and determine timelines for site inspections and performance evaluations. If employer doesn't hear from school authority within that time frame, ask CAREERS to connect with school authority.
6. Student begins work. Work agreement and a site visit should be complete at this point.
7. Employer must become familiar with WCB. This will be discussed at the site visit, in addition to a site inspection. Employers can refer to the Alberta Off Campus Handbook for information on site inspections.
- \* 8. Apprenticeship and Industry Training application will also be discussed at the site visit. The employer needs to ensure this is done in collaboration with the student. The school may assist as needed.
- \* 9. Student initiates Blue Book process, where they input employer details.
- \* 10. Employer receives an email from Apprenticeship and Industry Training confirming that they are an apprentice employer.
- \* 11. Student and employer will verify hours in Blue Book at an agreed-upon time.
12. Employer will complete other paperwork as provided. The student will regularly hand in hours and evaluations based on the requirement as outlined by the school.
13. Students need to maintain active school registration to participate in the program and be covered by WCB.

*\*Note: Steps 8-11 are only applicable for trades apprenticeships. Other types of internships will skip these steps.*

## CONTACT

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