

# Employers: Before you start

1. Make sure you have reviewed the employer eligibility requirements prior to proceeding:  
[Eligibility requirements](#)
2. Make sure you have read the UBC Sauder statement on employer requests for onsite work or worksite visits during the COVID-19.  
[Employer statement](#)
3. If you have the information below ready, completing your application will take approximately 30 minutes.
4. If you have any questions about the application, you are welcome to contact the Hari B. Varshney Business Career Centre by email [talent@sauder.ubc.ca](mailto:talent@sauder.ubc.ca) or call 604-822-6479. We are available to provide application support.
5. This application consists primarily of short paragraphs (unless otherwise indicated) and you cannot save your application once in-progress. Because of this, you are encouraged to have prepared the following information in a separate document before proceeding:
  - **Background/Rationale:** Explain the current state of your organization with reference to the impact of the Covid 19 pandemic, and describe how an intern is important to your organization's future success and business strategy.
  - **Internship scope and anticipated internship activities:** Describe the strategic analysis to be undertaken and any subsequent key activities to help restore, modify or pivot business operations in a new business environment disrupted by the COVID-19 pandemic.
  - **The key skills you are seeking from student applicants (bullet points)**
  - **Internship Impact and desired outcomes:** What specific contributions will the internship provide to your organization or Canada? What are the challenges facing your company or sector that it will address?
  - **Skills and knowledge enhancement:** Describe the top three skills areas expected to be enhanced for the student as a result of the completion of the internship, and how the internship will enhance these skills.
  - **Interaction and deliverables:** Provide an outline of the anticipated interaction between the company supervisor and the student, including the supervision and mentorship that the student will receive, as well as the frequency of these interactions and meeting structure. Please outline what format the final deliverable will take and how it will be presented to your organization.