

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON SEPTEMBER 10, 2013
FROM:	VERONICA MCALEA MAJOR MANAGING DIRECTOR , CORPORATE SERVICES AND CHIEF HUMAN RESOURCES OFFICER
SUBJECT:	CITY OF LONDON INTERNSHIP PROGRAM

RECOMMENDATION

That, on the recommendation of the Managing Director, Corporate Services & Chief Human Resources Officer, this Report **BE RECEIVED** for information purposes.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

2007-2011 various update reports on “Diversity and Supportive Workplace Initiatives”

BACKGROUND

Civic Administration has developed an Internship Program which will provide paid work placements for foreign trained professionals, persons with disabilities and local graduates. This program supports the Corporation’s efforts in attracting, engaging, developing and celebrating exceptional people in public service who are representative of our community. It also contributes to the City’s efforts to develop the skills of and retain young talent in our community.

These three groups were identified to be part of the Program as they each have particular challenges with obtaining regular full-time employment. Each of these groups faces barriers to employment including; higher than average unemployment rates and limited and gapped job experience. This often results in these individuals earning lower incomes and typically underutilization of their skills. Faced with limited practical work experience, it can be a challenge for these individuals to build professional networks and employment references specific to their field of studies.

The City of London Internship Program was therefore developed, providing up to six internships per year; each of a four month duration. It is anticipated this paid work experience with the Corporation will provide participants with the opportunity to:

- increase their job readiness and marketability
- be exposed to workplace culture and systems
- build skills and knowledge through meaningful work assignments
- engage in professional networking and obtain references
- develop strategies to overcome potential employment barriers

Twice per year, Divisions will be invited to submit a business case for an intern. The business case will outline the proposed focus of the internship, as well as the skills and qualifications required of the intern. Further, it will identify the training and supports to be provided by the division, to ensure a beneficial experience for the intern. Interns are not meant to replace existing staff or positions.

Recruitment for the internship opportunities will be specifically focused on the three target groups utilizing a comprehensive communications strategy which leverages existing partnerships with community support agencies and institutions. The usual Human Resources selection processes of the Corporation will be followed during the hiring process, respecting the following eligibility criteria for applicants:

New immigrants:

- New to Canada within the past 3 years
- Graduate of a post-secondary education institute with Canadian equivalency
- English benchmark level 6 or above
- Connected with an academic or employment support agency
- Legally entitled to work in Canada

Persons with self-declared disabilities which pose employment barriers:

- Limited work experience in their chosen field
- Graduate of a post-secondary education institute
- Connected with an academic or employment support agency

Recent local post-secondary graduate:

- London resident who has graduated from a post-secondary education institute within the past year
- OR graduate of a London area post-secondary education institute within the past year, but not currently living in London
- Limited work experience in their chosen field

Once hired, the intern becomes a temporary employee of the Corporation. Internships are overseen by a member of the Human Resources team in cooperation with a dedicated host where the intern is placed. An Internship Work Plan is developed with coaching and formal evaluations occurring to ensure a mutually beneficial experience. As applicable, the services of community support agencies will be utilized to ensure success of the intern.

For the launch year, all six internship positions are being recruited for an October start date. Positions in the following areas have been allocated for funding this year:

- Environmental Programs and Solid Waste
- Parks and Recreation
- Urban Forestry
- Development Services
- Human Resources
- Roads and Transportation

Civic Administration plans to publish updates about the program in late 2013 and provide an update to Council in early 2014 on the outcomes of the first cohort.

PREPARED BY:	RECOMMENDED BY:
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