

## HEABC Internship Program FAQs

### General Information

#### 1. Where are the internships located?

Interns will be placed at HEABC's office in Vancouver, BC. Interns may be permitted to work in a hybrid model (combination of in-office and flexible work location) and will live within commuting distance of our Vancouver office. All HEABC employees, including interns, must be fully vaccinated against COVID-19; proof of Vaccination is required.

#### 2. How many interns are hired each year?

The number of interns hired will vary each year, depending on need and opportunity.

#### 3. Is the internship paid?

Yes. Please refer to our job posting for current hourly compensation rates.

#### 4. Will HEABC cover relocation expenses?

No. Successful candidates will be required to pay their own relocation and accommodation expenses.

### Eligibility

#### 5. Do I qualify if I have a postgraduate certificate or diploma in Industrial Relations?

No. HEABC's internship program only accepts applications from new or recent graduates with postgraduate degrees (Masters) in industrial relations or law from accredited Canadian universities. Proof of academic credentials is required.

#### 6. Do I qualify if I have a postgraduate degree in a discipline other than Industrial Relations?

Graduates from disciplines other than industrial relations or law may be considered on a case-by-case basis.

#### 7. Is there an age limit?

No.

#### 8. Do you accept applicants from provinces outside of BC?

Yes.

**9. Do you accept applicants from outside of Canada?**

Yes. If you are eligible to work in Canada and have the required academic credentials from an accredited Canadian university, you are welcome to apply.

**10. Can an internship with HEABC be used to fulfill my academic program's co-op placement requirements?**

No. HEABC internships are full-time, paid employment positions. To be offered an internship, all program graduation requirements, including co-op requirements, if applicable, must be complete prior to starting the internship.

**Applications**

**11. Can I make changes to the content of my application once I have submitted it?**

No. Once you submit your application, you cannot make changes to the content. Only changes to your contact information will be accepted.

**12. How can I update my contact information if it changes after I submit my application?**

It is your responsibility to keep your contact information up to date throughout the recruitment process. Send an email to [Internships@heabc.bc.ca](mailto:Internships@heabc.bc.ca) (subject line: HEABC Internship) and include your name, date of application and change of contact information.

**Interviews & Job Offers**

**13. How will HEABC communicate with me throughout the recruitment process?**

Applicants will receive a confirmation email following the submission of their application. If we have any questions regarding your application, or if we wish to contact you for an interview, you will be contacted by phone or email. Please ensure your contact information is up to date.

**14. Will I be notified if I am not selected to participate in the interview?**

No. Only those candidates selected to participate in the interview process will be contacted during the specified recruitment timelines.

**15. If I don't receive a job offer, can I reapply to the program?**

If you are unsuccessful in the year of your application, you may reapply to the program the following year provided you continue to meet the program eligibility criteria. Candidates may only submit one application per internship program year.

## **Learning & Development**

### **16. What kind of learning and development opportunities do interns receive in the program?**

Interns will experience a vibrant culture of learning and leadership. We offer blended learning approaches that suit all learning styles and career interests. You will learn through on-the-job training and through the relationships you build during your placements. During the internship experience, interns will receive:

- A comprehensive orientation to HEABC and our Member organizations.
- A manager and a mentor to help achieve your professional goals.
- Ongoing feedback, coaching and mentoring for career growth and development.