

MBSI PARTNER PROCESS GUIDE



CREATE PROFILE ON CAREERLINK* AND POST JOB

All internship roles with partner organizations must be processed and posted through the Haskayne Career Development Centre's online portal: www.careerlink.ucalgary.ca. If you have a pre-selected student, please refer to the Job Posting Template for specific instructions.



RECEIVE NOTICE OF JOB POSTING APPROVAL

Within two business days, you will receive email notice that your job posting has gone live on CareerLink. The posting is visible to students on the Haskayne job board. Partners can access the posting and applications prior to the posting deadline by logging in to their CareerLink account.



REVIEW APPLICATION PACKAGE

Partners are responsible for logging into their CareerLink account and reviewing applications in a timely manner (resume + statement of interest, competitiveness, and eligibility, per Mitacs guidelines).



CONDUCT INTERVIEWS

Partner is responsible for contacting candidates, conducting interviews, selecting student(s), and confirming the offer with the selected student(s). Offer letter must be signed by both the student and partner.



SEND SIGNED OFFER LETTER

After selecting a student for the position, partner sends the signed internship offer letter to the MBSI Team at mbsi@haskayne.ucalgary.ca. MBSI Offer Letter template is available on CareerLink and the [Haskayne BSI website](#).



STUDENT AND PARTNER DRAFT APPLICATION FOR FUNDING

Haskayne BSI team initiates application for funding in the Mitacs portal. Partner and student draft application for funding, describing the selected innovation project using posting and student application package.



SIGN OFF ON APPLICATION FOR FUNDING

Partner, student, and Haskayne representative sign off on the application for funding via the Mitacs portal.



RECEIVE INVOICE FROM MITACS

Partner organization receives and pays the invoice for their portion from Mitacs. The student cannot start the project until the invoice has been paid and received by Mitacs.



STUDENT STARTS IN THE ROLE

Partner is responsible for getting the student set up and onboarded for the agreed upon start date. Partner manager/supervisor participates in a mandatory introductory meeting with the student and the assigned Internship Advisor. Partner completes feedback survey at end of term.

THANK YOU FOR YOUR INTEREST!

haskayne.ucalgary.ca/mbsi/partners



*Please note that **CareerLink will be renamed Elevate** on August 16, 2021. Access to this platform will be available with the link elevate.ucalgary.ca after this date.