



## SPROTT SCHOOL OF BUSINESS MBA Internship Recruitment Form

Organizations that wish to hire a Sprott MBA intern are invited to submit this Recruitment Form to begin the process of connecting your internship opportunity with our MBA candidates.

In addition to posting your internship on our internal career portal using our **Request to Post Opportunity** form, we also provide 3 other opportunities for organizations to meet directly with Sprott MBA candidates interested in your posted internship(s):

- attend an MBA student / employer **networking event**;
- present an **information session** (40 minutes *maximum*) on campus; and/or
- host an **office tour**

Our **networking events**, **information sessions** and **office tours** offer employers the opportunity to present information about their organization to a group of Sprott MBA students, describe what they are looking for in a candidate, and inform students what their organization has to offer to a Sprott MBA intern. Employers will also have the opportunity to meet and learn more about our motivated candidates.

Please send your completed Recruitment Form to [mbacareerinternship@carleton.ca](mailto:mbacareerinternship@carleton.ca) to provide us with all of the information that we require to help connect your internship opportunity with our MBA candidates.

Thank you and we look forward to working with you!

**For additional information, please do not hesitate to contact:**

**Devon Prelaz**  
**Graduate Career and Internship Coordinator**  
Phone: (613) 520-2600 x2413  
Email: [devon.prelaz@carleton.ca](mailto:devon.prelaz@carleton.ca)



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### Employer Information

Name of Organization:

Name of contact:

Email Address:

Telephone Number:

### Candidate Recruitment Strategy

Please indicate your preferred candidate recruitment strategies from the options below:

Post an internship opportunity

*\*Please also complete **Request to Post Opportunity** form.*

Attend Networking Event, MBA Connect, on February 4<sup>th</sup>

*\*More information will be provided by email after submitting this form.*

Present an information session on campus

*\*Please complete **Information Sessions** section below.*

Host an office tour

*\*Please complete **Office Tours** section below.*

### Information Sessions

Here is an overview of the *Information Session* format:

**Duration of Session:** 40 minutes *maximum*

**Overview of Organization and Intern Role:** 20 minutes

**Questions and Discussion Period:** Balance of session

**Important:** *Multiple employers may present information sessions in the same room on the same day, making it imperative to adhere to the schedule as confirmed. Access to the room will be available 30 minutes prior to your session and 20 minutes following your session for a total of **1.5 hours**. Thank you in advance for your cooperation.*

Students enjoy interactive sessions where they can ask questions and have informal discussions with potential internship employers, so please limit the overview of organization/intern role to 20 minutes.



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### Available 2020 Information Session Dates

*Please select all dates that will work for your schedule. Time slots are limited and awarded on a first come, first served basis.*

Friday, February 14<sup>th</sup> at 12pm

Friday, March 6<sup>th</sup> at 12pm

Friday, March 13<sup>th</sup> at 9am

Friday, February 14<sup>th</sup> at 2pm

Friday, March 6<sup>th</sup> at 2pm

Friday, March 13<sup>th</sup> at 11am

Friday, February 14<sup>th</sup> at 4pm

Friday, March 6<sup>th</sup> at 4pm

Friday, March 13<sup>th</sup> at 1pm

### Office Tours

Please note that due to the hectic schedule of the MBA program, participation in office tours will be maximized if the tour is offered **in February or March** on **Mondays or Thursdays between 9 am – 10 am** or **Tuesdays or Wednesdays between 3:30 pm – 4:30 pm**. Using the details below, we will promote your office tour to our MBA candidates. We will try our best but cannot guarantee that your office tour won't conflict with another employer's tour.

Date of Office Tour:

Office Tour Contact:

Tour Contact's Email:

Tour Location:

Tour Duration:

Please check all options below that apply and provide additional information as required:

I would like interested MBA candidates to register for the office tour through Sprott.

I would like interested MBA candidates to register for the office tour by email to the following address:

There are a limited number of spaces available for this tour (Max Number:                    )

I would like registrations for the office tour to close on:

Please promote the office tour using this information: