



du**œ**mploi

# INTERNSHIP GUIDE

NOVEMBRE 1<sup>ST</sup> TO 7<sup>TH</sup>, 2021

A partnership between

Québec 

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# Who can participate in DuoEmploi?

## Any individual:

- Aged 16 years or older.
- Interested and available to participate in a one-day exploratory internship.
- Identifying as having a disability as defined by the law: *A physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.*

**DuoEmploi is a one-day exploratory internship program taking place between November 1<sup>st</sup> and 7<sup>th</sup>, 2021. The internship will permit you to:**

- Explore a career path or an industry.
- Prepare for competitive employment.
- Promote your professional skills.

Any individual interested in DuoEmploi 2021 is encouraged to learn more about how to successfully complete a DuoEmploi exploratory internship.



# Useful tips for conducting your DuoEmploi exploratory internship

## In preparation for the internship:

- 1 Ensure to have correctly identified goals for the DuoEmploi exploratory internship.
- 2 Prepare for the exploratory internship day by enlisting assistance from service providers and/or support workers.
- 3 Inquire about the internship schedule and demonstrate a professional attitude.
- 4 Prepare a CV.

## After the internship:

- 1 Maintain or adjust career plans based on the results of the DuoEmploi internship.
- 2 Remain in contact with the company, especially if the intern's profile corresponds to their hiring needs.
- 3 Develop a new network of useful contacts for the purpose of job searching.

## During the internship:

- 1 Dress appropriately for the internship.
- 2 Demonstrate interest and motivation and try to engage in conversation.
- 3 Show an interest in the business or company by asking pertinent questions.
- 4 Complete the end-of-day report in collaboration with the mentor and share thoughts and observations.

## The mentor:

- 1 will welcome and accompany the intern throughout the day.
- 2 will provide a tour of the company as well as provide guidance, motivation, emotional support, and role modeling for the internship position.
- 3 will review the day's achievements and debrief on the overall experience.

# The service Provider:



## CAN HELP

with completing the online registration form.



## WILL COMMUNICATE

with the DuoEmploi project manager to help organize my day.



## CAN PROVIDE ACCOMPANIMENT

to the start of the day, if needed.



## WILL REVIEW

the internship evaluation.

# Please note:



A degree is not required to complete a DuoEmploi exploratory internship.



Depending on the number of available internships, the applicant can carry out multiple internships in various companies.



The internship must correspond to the applicant's interests while taking into account the nature of the work environment.



The DuoEmploi exploratory internship is an unpaid experience

# duoemploi

Ouvrez vos portes aux compétences  
des personnes handicapées!



[www.roseph.ca/duoemploi](http://www.roseph.ca/duoemploi) | [duoemploi@roseph.ca](mailto:duoemploi@roseph.ca)

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