

Checklist for YCW Interns (candidates)

Before starting your internship

Do you know which component of YCW is financing your internship (if not, ask your employer)?

Are you familiar with the objectives of YCW and, more specifically, with the objectives of the program in which you are participating?

Are you required to travel more than 125km from your primary residence to your summer job? If so, talk to your employer about the possibility of reimbursement for your travel costs.

Are you covered by medical insurance in case of illness or injury? If you are travelling to a different province/territory to reach your summer job, be sure to verify that your medical insurance will cover costs in your province/territory of work.

Have you asked your employer all the necessary questions (i.e.: salary and benefits, hours of work, vacation, contract between you and your employer, etc.)?

Have you settled all details regarding lodging?

Will you be living in a safe, easily accessible area?

Travel abroad

Talk to your employer about the possibility of reimbursement for your travel and accommodation costs.

Do you have proper medical insurance for the country to which you are traveling? Please note that it is recommended you have medical insurance in addition to your provincial-territorial insurance in order to ensure you have adequate protection in case of illness or injury?

Do you have a valid Canadian passport? Will it still be valid at least six months after your projected return date?

Have you taken the necessary steps with your employer to obtain all necessary visas?

Have you left a copy of your itinerary and proof of Canadian citizenship with your family or a friend in case of emergency?

Before leaving Canada, you must register on the Consular Affairs Web site (https://www.voyage2.gc.ca/Registration_inscription/) of the Department of Foreign Affairs and International Trade Canada. When you arrive in the country of destination, don't forget to activate your registration with the Canadian embassy or mission.

Laws and rights relative to your work

Have you asked a representative of your provincial or territorial labour bureau all the right questions pertaining to labour laws and/or your rights as an employee?

Did you know that you are subject to local laws?

As you begin your internship

Have you completed your online Candidate Eligibility Form found in your YCW online account?

Have you carefully read the description of your internship?

Are you fully aware of the salary agreement?

Have you signed the work contract confirming your acknowledgment and acceptance of your tasks and the proposed salary?

Have you kept a copy of the signed contract?

Have you completed your online Staffing Report found in your YCW online account?

During your internship

Does your internship correspond to its description in the contract as provided by your employer?

Are you being paid according to the salary agreed upon, and in a timely fashion?

Have you discussed your concerns or problems with your employer?

Have you advised the YCW Coordinator (jct-ycw@pch.gc.ca) of any problems you are having?

At the end of your internship

Have you completed your online YCW Evaluation Questionnaire found in your YCW online account?

Have you completed your End of Work Term Report found in your YCW online account?

Have you shared your Success Story? (optional)