



Introduction

No experience necessary. Apply within. So, you've got your education. Now what? We think you'll agree that the most important thing to you now, is what you need the most: experience. Many young Saskatchewan post-secondary graduates struggle to find that first job out of school that provides some career-related experience. Gradworks provides the perfect solution. Gradworks is an internship program that works with Saskatchewan Crown Corporations to recruit talented high potential graduates eager to put their education to work as paid employees in internship learning opportunities. Gradworks is offering recent post-secondary graduates an opportunity to experience an internship of 12 months in length throughout our network of Saskatchewan Crown Corporations. In the future, we anticipate broadening internship opportunities by expanding Gradworks Inc. outside of Crown Corporations to the private sector and government departments. Keep reading to find out how you can become involved in the Gradworks Intern Development Program.



Program Overview

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging and career-focused positions. Saskatchewan Crown Corporations are the first employers to host Gradworks Internships but in the future we anticipate expanding to include private sector employers and government departments. These full-time internship positions of 12 months in length are intended to allow recent post-secondary graduates the opportunity to gain experience and to develop specific career-related skills. Our goals:

- Provide young graduates with Saskatchewan career opportunities.
- Increase retention of young people in Saskatchewan.
- Develop potential future employees for Saskatchewan employers.
- Develop current employees through their participation as coaches/mentors to interns.
- Support Saskatchewan's Crown Corporations in their role as "Employers of Choice".
- The Gradworks program supports the values of workplace diversity and employment equity and encourages applications from people of Aboriginal ancestry, persons with a disability, members of a visible minority and women in non-traditional areas.

Our network:

Graduates will be provided with internship opportunities and the potential for permanent employment opportunities throughout our network of Saskatchewan Crown Corporations. [Click here](#) to see our list of Gradworks employers.

What is an internship?

- Internships are training and learning opportunities designed to allow new graduates the opportunity to apply their academic knowledge to the workplace.
- In today's job market, most positions require previous full-time experience, so an internship position would give you a chance to "get your foot in the door" and gain valuable experience that will help you to launch your career.
- Internships introduce the graduate to the corporate world allowing them to learn the skills necessary to be successful.
- Interns get one-on-one guidance from coaches who know their professions, their organizations and how to get ahead in a career.
- Through networking, internships bring graduates into contact with people who can help turn their career plans into reality.



For Grads

Here's why you should become a Gradworks intern. You'll receive:

- A challenging, entry-level training and learning opportunity.
- Experience gained in the corporate environment.
- Access to learning and development events specifically for interns.
- Opportunity to accelerate career options.
- Various networking opportunities.
- Opportunity to apply your academic skills to the workplace.
- Professional development training designed to enhance communication, self-management, proficiency and competency in performance in the workplace.
- Access to a dedicated coach/mentor who provides support, advice and guidance.
- On-going performance feedback.
- Option to access support and traditional counseling.
- Potential to gain full-time employment and develop a career in Saskatchewan.
- A 12 month salary of at least \$2,300/month (\$27,600/year) before taxes.

Are you eligible for a Gradworks Internship? Yes, if you:

- Have graduated from a recognized college, technical institute or university program within the last five years.
- Have less than one year of related work experience in your field of study.
- Are eligible to work in Canada.
- Have not previously completed an internship with Gradworks.
- Have had an IQAS Assessment if you have received your education outside of Canada.

Is a Gradworks Internship for you? Yes, if you:

- Are a highly motivated and career-oriented individual interested in making a trade-off between income and experience through a learning opportunity.
- Value opportunities that provide high-caliber and career building experiences.
- Believe that a short-term internship is more advantageous to your career than a non career-related opportunity.
- View internship positions as opening the door to the required networks needed to advance your career options.

[Click here](#) to Get Involved.



For Coaches

A Gradworks Coach is the most critical component in the Gradworks Intern Development Program. Through daily leadership and mentorship, coaches make a significant impact on the development of Gradworks Interns and their success as professionals.

The responsibilities of a Gradworks Coach are:

- Act as a guide to the workplace by sharing expertise.
- Help youth visualize their goals.
- Help set career development objectives and ensure quality learning and networking opportunities.
- Give constructive feedback on both strengths and weaknesses.
- To be "the expert," and provide insight and inspiration.

Each coach and participating organization commits to provide an intern with:

- A challenging, entry-level training and learning opportunity designed to allow new graduates to apply their academic knowledge in the workplace.
- A professional workplace environment.
- One-on-one guidance from coaches.
- Ongoing performance feedback.
- Networking opportunities.

Participating organizations and Gradworks Coaches benefit from:

- Personal satisfaction of contributing to the development of the skills of a diverse emerging workforce and transferring knowledge to a new generation.
- Learning from recent graduates eager to apply their knowledge.
- Fresh ideas, motivation and excitement that graduates bring to the work environment.
- Development of leadership skills.



How to Get Involved

Interested? This is how you become involved with the Gradworks Program.

Graduates

Register online for the Gradworks Program by accepting the internship conditions and our privacy policy and by sharing some your information. After registering, you will be able to create your cover letter and resume online and apply to posted internship opportunities. You will also have access to some information and resources for graduates seeking employment.

Registration enables us to ensure that you are eligible for the Gradworks Program and that we have your up-to-date resume information. Registration also helps us in targeting the internship program to better meet your needs. It will take a few minutes for you to complete the registration process and create your own password. You will only need to do this once. After that – it's easy, you'll have a user name and password and can access the site anytime to apply to internship postings.

If you have already registered then please go straight to the log-in.

Success Stories



Partners

Gradworks Intern Development Program is a Saskatchewan-based non-profit organization. Gradworks was created by Crown Investments Corporation of Saskatchewan and internship positions are currently hosted in our network of Saskatchewan Crown Corporations. In the future, we hope to add more employers to the list by working with the private sector and government departments to host internships and provide even more opportunities for our talented graduates.

Our Saskatchewan Crown Corporation employers include:

- Crown Investments Corporation of Saskatchewan
- Information Services Corporation of Saskatchewan
- Saskatchewan Government Insurance
- Saskatchewan Opportunities Corporation
- Saskatchewan Telecommunications
- Saskatchewan Transportation Company
- Saskatchewan Water Corporation
- SaskEnergy Incorporated
- Saskatchewan Power Corporation



Registration

Thank you for your interest in registering with Gradworks Intern Development Program!

To register online with the Gradworks Program, you need to follow a few steps:

1. Review and accept the internship conditions and privacy policy listed below.
Please ensure that you comply with both before accepting.
2. Fill out the registration form including your contact information and education.
3. Create a user name and password that you will remember.

Once you have registered you will be able to create your cover letter and resume online to apply to posted internship opportunities. You will also have access to some information and resources for graduates seeking employment.

Keep reading to register now and jumpstart your career with a Gradworks Internship!



Privacy Policy for Registrants

Gradworks Inc., which administers the Gradworks Intern Development Program, is committed to protecting and ensuring the privacy of the personal and sensitive information we collect.

Gradworks Inc. adheres to policies and practices that maintain the confidentiality and privacy of all personal and sensitive information we collect. We do not sell, rent, trade or otherwise make available this information.

We collect this information when a person registers for the Gradworks Intern Development Program and throughout the internship process. At any time, the information we collect is accessible only to employees, agents and others authorized by Gradworks Inc.

Information collected from registrants is also made available to certain employers that participate in the Gradworks Intern Development Program. These employers use registrants' information to review and consider individuals for placement in Gradworks internships.

We aggregate information about individuals to create data used for administrative and marketing purposes. We also use this aggregate data to compile reports distributed to Gradworks Inc., our stakeholders and others interested in our operations. Aggregate data does not identify specific individuals.

To ensure this privacy policy is kept up to date, we reserve the right to make changes as necessary. We will provide advance notification of these changes through our website and/or other means. Unless otherwise indicated, such changes will go into effect 30 days after the notification date. Gradworks Inc. assumes that those who participate in the Gradworks Program after the effective date of any changes automatically accept the changes.



Internship Conditions:

- I am a recent college, technical school or university graduate.
- I have limited or no relevant work experience in my field of study. This means that I may have held summer jobs or co-op terms in my field but that I have not worked full-time in a job that relates to my field of study for more than one year or I may have worked more than one year in my field but been underemployed.
- I agree that if I am offered an internship, I will actively participate in Gradworks Career Development and Learning activities throughout my internship.
- I am eligible to work in Canada.
- I have not previously completed an internship with Gradworks.
- I understand that my knowledge of and commitment to the province of Saskatchewan is a definite asset in my application to Gradworks internships.
- I understand that if I am offered an internship, I will become an employee of Gradworks Inc., for which the monthly salary is minimum \$2,300 (\$27,600/year) less taxes.
- I accept the privacy policy of the Gradworks Intern Development Program. To comply with current privacy legislation, we need to have a record of your consent before we collect information about you. Gradworks Inc., which administers the Gradworks Program, is committed to protecting and ensuring the privacy of the personal and sensitive information we collect. The information you provide will remain confidential. For full details, see our privacy policy for registrants above. Please note that only individuals who consent to the privacy policy of the Gradworks Intern Development Program are eligible to participate in our programs.
- I understand that my resume will be shared within Gradworks and its partner organizations for other positions for which I may be qualified. I certify that the information above is correct as it applies to me and I accept the privacy policy.



Disclaimer

Information at this site is provided strictly "as is" and without warranty of any kind, either expressed or implied. The information may be used on the strict understanding that neither Gradworks Inc. nor its participating employers shall be liable to any persons for any loss or damage of any nature, whether arising out of negligence or otherwise, which may be occasioned as a result of the use of information provided at this site, or information provided at any other site that can be accessed from this site. Proceeding beyond this disclaimer constitutes acceptance of these terms and conditions.



Related Links

Below, we provide links to programs in Saskatchewan that share a common vision with the Gradworks Intern Development Program. Together, we aim to provide greater opportunities for those in our province.

SaskNetwork

<http://www.sasknetwork.ca> The SaskNetWork web site is about helping the people of Saskatchewan connect to the resources they need in the areas of jobs, work, education and training, career planning, self-employment, labour market information, financial help and the workplace.

Saskyouth.net

<http://www.saskyouth.net/home.cfm> Saskyouth.net is a portal to the latest information, tips and news about school, career, health, money and more. Whether you just left high school, university, college, etc., these links have tips on making the transition to the work world.

Aboriginal Management and Professional Internship Program

<http://www.gov.sk.ca/psc/intern/default.htm> The Aboriginal Management and Professional Internship Program, run by the Public Service Commission, provides recent graduates with two-year paid internship opportunities.

Saskatchewan Visual Minority Employees Association

www.svmea.sk.ca This group is an established network to share successes and advocate for changes to enhance the employment of "visible minority" among Canadians.

AWPI Job Centre

www.awpi.ca

AWPI seeks to promote the participation of all Aboriginal peoples in the labour market – First Nations, Métis and Inuit.



Government of Saskatchewan Career Centre

www.careers.gov.sk.ca

The Government of Saskatchewan Career Centre provides current employment opportunities with the Government of Saskatchewan.

New Professionals Network

www.gov.sk.ca/psc/network/default.htm

The network will provide a forum for conversation about the public service as a workplace, as well as provide learning and development opportunities such as information sessions on career planning or networking. It will also provide an opportunity for new public servants to interact with senior public servants to learn more about the workplace.

Saskatchewan Crown Corporations Career Opportunities

The Saskatchewan Crown Corporations provide permanent career opportunities for young professionals.

Crown Investments Corporation of Saskatchewan

www.cicorp.sk.ca/jobs

Email: careers@cicorp.sk.ca

Phone: (306) 787-6851

Information Services Corporation

www.isc.ca/default.aspx?DN=72,15,1,Documents

Email: humanresources@isc.ca

Phone: (306) 787-9854

Saskatchewan Government Insurance

www.sgi.sk.ca/sgi-pub/employment/jobs-current.html

Email: hquiries@sgi.sk.ca

Saskatchewan Opportunities Corporation

www.innovationplace.com

Email: namyotte@innovationplace.com

Phone: (306) 787-8664

Saskatchewan Transportation Company

www.stcbus.com/Corporate/ci_caropp.aspx

Email: jobs@stcbus.com

SaskEnergy

www.saskenergy.com/careers/default.asp

Email: recruitment@saskenergy.com



SaskPower

www.saskpower.com/careers/index.shtml

Email: hr@saskpower.com

SaskTel

www.sasktel.com/about_sasktel/career_opportunities/?Link=Careers_sn&campaign=HomePage

Email: staffing.enquiries@sasktel.sk.ca

Phone: (306) 777-2029 or (306) 777-2016

SaskWater

www.saskwater.com/Employment/Employment.asp

Email: hr@saskwater.com

Phone: (306) 694-3992

Want to suggest a new link? Please email us at gradworks@cicorp.sk.ca



Contact Us

For more information on the Gradworks Intern Development Program, please contact the Gradworks Team at:

Gradworks Inc.

400-2400 College Ave.

Regina, SK S4P 1C8

Direct: (306)787-3639

Fax: (306)787-0294

Toll Free: (877)789-4723

Email: gradworks@cicorp.sk.ca www.gradworks.ca

