Your guide to the
Canadian Armed Forces
Reservists’ Paid
Internship Program
 Candidate-Employer Engagement Kit
Your experience as a Canadian Armed Forces (CAF) Reservist has provided you with high levels of specialized skills and training, which you are ready to leverage towards a civilian career path. Career Edge is here to help.

Supported by Employment and Social Development Canada (ESDC), in partnership with Department of National Defence (DND), Career Edge has launched the CAF Reservists’ Paid Internship Program. This program is aimed at helping Reservists like you find paid internship opportunities with leading employers across Canada, giving you the chance to gain meaningful work experience while continuing to serve your local reserve unit.

We have developed this kit to help you get started with the program. In it you will find tools for you to reference as an internship candidate, as well as information to help employers in your network leverage the program’s infrastructure and funding to expedite the hiring process.

WHAT’S IN THIS KIT?

Included in this kit are materials for you and for the employers that you connect with.

FOR YOU

- How the program works (pages 3–4)
- CAF Reservists’ Paid Internship Project info sheet for job seekers (optional insert)

FOR EMPLOYERS

- Getting started guide & FAQs (insert)
- CAF Reservists’ Paid Internship Project info sheet for employers (insert)
Career Edge works closely with various employers to create internship opportunities for CAF Reservists. Employers that participate in the program are eligible to receive a wage subsidy of $1,000.00 per month for a six to 12-month internship.

Typically, the internship process follows Career Edge’s standard recruitment cycle:

1. Employer registers
2. Users & preferences set up
3. Positions posted on Career Edge website
4. Qualified applicants apply to positions
5. Career Edge monitors activity & engages as required
6. Employer reviews & shortlists applicants
7. Employer contacts candidates for interview
8. Employer makes offer to candidate
9. Employer hires & executes internship process

As we work with employers to create these internships, we also encourage you to identify internship opportunities by selecting employers in your network, and offering the program subsidy to help cover the costs of the internship.


**HOW THE PROGRAM WORKS**

As a reservist, you have two paths to choose from on your search for an internship:

**STANDARD PROGRAM**


2. Go to [careeredge.ca](http://careeredge.ca) and register as a job seeker by filling out the *Find Your Edge* registration form and record your responses to a few short interview questions using our online video platform. We will contact you to confirm your application.

3. Apply to positions that interest you on our internship posting board. If you require assistance during the application and/or interview process, please contact us; our recruiters are here to help you put your best foot forward.

**APPROACHING YOUR NETWORK**

1. If you know an employer that would be interested in hiring reservists, [download](http://wwwforcesgcceca/en/business-reservist-support/tools-resume-writing-guidepage) the employer-targeted materials in this kit, and study up so that you can explain how the program works to prospective employers.

2. Approach employers with the materials and ask them to contact Marcus Yaeger by phone (416-977-3343 ext., 225) or e-mail ([myaeger@careeredge.ca](mailto:myaeger@careeredge.ca)) for more information, and to get started.

3. Contact us and we will walk you through the next steps of the process.

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**Have questions or need help?**

Contact us by phone at 416-977-3343, or by email at [CAF@careeredge.ca](mailto:CAF@careeredge.ca).

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**Not a Reservist?** If you are a transitioning or regular force member of CAF, we have opportunities for you as well. Contact us to discuss the options that we have available to you through Career Edge’s regular paid internship programs.