

# Let's Talk Business

## For Ted Rogers School Students

These reports describe industry sectors and career paths of interest to Ted Rogers School of Management students and alumni. Each report leverages BCH employment data and the expertise of our staff. This collaborative effort engages staff, students, alumni, and the University Business Librarian.

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## A Day in the Life of a Talent Acquisition Intern

We recently had a conversation with Kaitlyn Mark, who is in the Human Resources Management Co-op program at the Ted Rogers School of Management.

In her previous Work Term, she worked as a *Talent Acquisition Intern at Bombardier*.

[Bombardier](#) is a designer, manufacturer, and marketer of regional airliners, business jets (including business and commercial aircraft), and related services. It has two leading aircraft families: Global and Challenger. It provides maintenance, aftermarket services, and training programs.

In this report, Kaitlyn shares the type of work she did, the software platforms used, and what it is like being a Ted Rogers Co-op student.



 [Kaitlyn Mark](#)

**BOMBARDIER**

**Q:** What did you do on a 'day-to-day' basis in your role as a Talent Acquisition Intern at Bombardier?

**A:** At Bombardier, I oversaw 25+ requisitions a day to fill permanent and temporary roles for the company's Toronto and Montreal sites.

Each day, I collaborated with Hiring Managers and Human Resources Business Partners (HRBPs) to identify the needs of the business and hire top talent.

Additionally, I led weekly meetings and training sessions for new members of the Talent Acquisition team to onboard them effectively.

**Q:** How does your industry impact the world?

**A:** The aerospace industry plays a key role in helping people get to their destinations as quickly as possible. Bombardier is one of the leaders in this industry as they manufacture world-class business jets.

The company's Challenger and Global aircraft have transformed the passenger experience and they will continue to have a lasting impact on the world.

**Q:** What technology platforms did you use in your role?

**A:** I used Microsoft Office Suite tools, such as Word, Excel, Outlook, Teams, PowerPoint, and Power BI. In addition, I used the Taleo applicant tracking system (ATS), Salesforce, SAP, LinkedIn Recruiter, and Sterling Backcheck to complete my tasks.



**Q:** Which industry trends should aspirational students be aware of?

**A:** Today, many organizations are faced with an aging workforce of older workers who are preparing to retire. As a result, organizations will need to accelerate their recruitment efforts to replace these employees and avoid HR shortages.

This can lead to more Co-op and full-time opportunities in human resources for students as companies will need help managing their recruitment efforts.

**Q:** Being a TRSM Co-op student, how did you find the transition into your first Work Term?

**A:** I had a smooth transition from school to my first Work Term. One of the things that contributed to this was the industry and facilitator-led Bootcamps offered by the Business Career Hub (BCH). These Bootcamps provided me with the necessary technical skills to help me complete my tasks in a corporate setting.

**Q:** What advice would you provide a Ted Rogers student who aspires to work in your industry?

**A:** Always persevere and never give up, even during times of adversity.

It can be discouraging to receive a rejection letter, especially when you spend a lot of time crafting your application. However, everything happens for a reason, and there is always light at the end of the tunnel. Keep trying and good things will come!

**Q:** How did your Co-op role/experience help you with where you are today?

**A:** During my Work Terms, I learned how to use new technology that helps to drive HR processes. This experience has given me a competitive edge in the job market and has helped me land interviews for entry-level roles.

In addition, my Co-op terms helped me discover what I am passionate about, so I know where I want to go after graduation.

Finally, I was able to make a lot of connections with industry professionals while on my Work Terms. These individuals have provided me with valuable insight into how I can launch my career, and this has helped to guide me while on my job search.

## Want to Learn More for Free?



### Recruiting Brief

[Recruiting Brief](#) is a newsletter that provides insights and tips for recruiters and HR professionals. They cover topics like sourcing, candidate experience, and diversity and inclusion.



### Human Resources Course Union

[HRSA](#) is a non-profit, student-run organization at Ted Rogers School of Management dedicated to facilitating information exchange among students, alumni, academics, industry experts, professional associations/designated bodies, and our business partners.



### Learn About Careers

Glassdoor provides insights on companies and industries to help gain a better understanding on employers and salaries. Enhance your job search [here!](#)



## Visit the Business Career Hub

### Employer Events

Interested in expanding your network and meeting industry professionals? BCH organizes and hosts many industry events - refer to your 'Careers Newsletter' or visit [here](#).

### Bootcamps/Prep Programs

Microsoft Excel - Financial Modeling - VBA - Tableau - PowerBI - Ace This Case Capital Markets - R - Python  
[Click here to register for current bootcamps.](#)

### Career Coaching

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



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### Staff Contributor Charmaine Kwong

Charmaine is a Co-op Coordinator who is a big believer in the growth mindset. Her background in teaching and employment counseling allows her to build meaningful relationships with students and guide them as they #staygritty and #staycurious while navigating through their Co-op journeys.



### Student Contributor Jaskirat Singh

Jaskirat is a second-year Global Management Studies student currently working as a Project Coordinator for the Business Career Hub. He is passionate about community building and is heavily involved on campus as a member of Enactus TMU, Fit for Business (FFB), and Ted Rogers Student Society (TRSS).