HOW TO POST CO-OP POSITIONS ON THE CO-OP JOB BOARD

UVic co-op students are highly skilled, energetic and innovative – ideal additions to any workplace. As an employer, you can connect with UVic Co-op and Career to find the right co-op student for your hiring needs.

You can post jobs, review and shortlist applicants using Learning in Motion, our Co-op and Career portal at learninginmotion.uvic.ca. For video tutorials about using the portal, visit our Youtube channel. Here are the step-by-step instructions to get you started:

1) Create an account in Learning in Motion (our job board):

To create an employer account, select the “Employers” button at learninginmotion.uvic.ca.

Next, click “New account registration” and fill in your contact and organization information.

Once you’ve completed the form, click “Submit registration”. Once approved, you’ll receive an email confirming that your account has been created.

2) Post positions:

• When you’re ready to post a position, select the “Employers” button at learninginmotion.uvic.ca, and log in.
• Once you’ve signed in, select the “Co-op” tab at the top of the page.
• Select the “Job postings” tab, and then the “Post a new job” button.
• Complete the job posting form to provide information about the job itself as well as the types of candidates you would like to apply to the position.
• The more details you include, the easier it will be to attract candidates who are right for the positions you post, as candidates can search job postings for criteria that you include here.
• When you’re finished, hit the “Submit job posting for approval” button. It may take a few days for your position to be approved and posted.
• Now when you visit your home page, you’ll see a list of your posted and pending positions.

Wondering when to post positions? You should post co-op positions two to four months BEFORE the start date, as this is when students are looking for jobs. Co-op positions typically start in January, May and September.

3) Review and shortlist applicants:

• Once you’ve posted a position, you can review and shortlist candidates who have applied to your positions.
• Log in to learninginmotion.uvic.ca and you’ll be taken to your homepage.
• You’ll see a list of your job postings. Click on the job posting you’d like to see applications for, and the page for that job will appear.
• Choose “View applications” from below the posting summary to see a list of applicants and their application packages.
• Once you’re reviewed the applications, you can select whether you’d like to interview individual applicants. In-person interview space and video conferencing can be arranged.
• UVic Co-op and Career offers employers comprehensive hiring support; you can notify the appropriate co-op program office with your shortlist and we'll set up interviews, or you may notify applicants directly through the system.

You can connect with the appropriate co-op program office to arrange for interviews and complete the hiring process.