How to apply for co-op jobs in Learning in Motion (LIM)

URL: learninginmotion.uvic.ca

Ready to apply for co-op jobs? Here is a brief rundown on what that process looks like. Once you’ve logged into LIM, click on “Co-op”, then on “Co-op Job Postings” to begin your search.

**Note:** You can only see co-op job postings if you are scheduled to go on a work term and have completed all eligibility requirements. If you cannot see any job postings but think you should be able to, please contact your co-op coordinator.

After selecting the position you are interested in, carefully read the job description and required qualifications. Under the “Application Information” section you will find information on how to apply to the job. Many co-ops will require you to apply “Through the UVic Posting System”.

### APPLICATION INFORMATION

<table>
<thead>
<tr>
<th>Application Deadline:</th>
<th>Jul 24, 2015 10:00 AM</th>
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</thead>
<tbody>
<tr>
<td>Application Procedure:</td>
<td>Through UVic Posting System</td>
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**If by Email, send to:**

- [ ] [ ] [ ]

**Application Material Required:**

- [ ] Cover Letter
- [ ] Résumé
- [ ] Transcript
- [ ] References

**Additional Application Information:**

For the references, please include the names, affiliations, email addresses and telephone numbers of three people willing to serve as your references either at the bottom of your resume or in a separate pdf document loaded into the Documents module under document type “References”

**All Degrees and Disciplines:**

- [ ] No

**Targeted Faculties and Co-op Programs:**

- [ ] Targeted Clusters
- [ ] Science
- [ ] Targeted Programs
- [ ] Biochemistry/Microbiology
- [ ] Chemistry
- [ ] Chemistry - Work Experience

### Option 1: Apply through UVic Posting System

To apply to the job, click on “Apply for this Position” at the top right of the job posting.
On the next page, after you have clicked on “Apply for this Position”, check which documents the employer required in the application and if there is any additional application information.

If you’ve already created an application package in LIM, you can then choose **Option 1: “Apply with an application package already uploaded”**. Or you can create a new application package under **Option 2**.

**OPTION 1: Apply with an application package already uploaded**

You do not have any application packages or your application packages do not contain the correct document types.

**OPTION 2: Create a new application package**

**STEP 1: REVIEW / UPLOAD REQUIRED DOCUMENT TYPES**

Your application package must contain the following documents:

- Résumé

[Upload Document]

**STEP 2: NAME YOUR APPLICATION PACKAGE**

**PACKAGE NAME:**

**STEP 3: SELECT DOCUMENTS TO INCLUDE IN APPLICATION PACKAGE**

For **Option 2**, if you haven’t done so, upload the required documents (step 1), give your application package a descriptive name (step 2), select any other documents that should be included like your transcript (step 3) and click on “Create Package”.

Revised: August 24, 2015

Questions? limhelp@uvic.ca
You will then see your created application package (under Option 1) and you can click on “Apply” to apply to the job.

A confirmation message will display on the site as well as the option to cancel your application.

You can **cancel your application** at any time before the job posting deadline. Once the deadline has passed it is no longer possible to delete your application.

**Option 2: Applying to employer directly**

For some positions, you will have to **apply to the employer directly**, either by sending them your application via email or by applying through their website. If this is the case, be sure to take note of the required application material (e.g. cover letter, resume, transcript, writing sample, etc.) and any other additional application information.

When you apply for a co-op job directly, please ensure to click the “**I intend to apply for this position**” button on the top right of the job posting. This way, the co-op office will know that you applied for the position and can follow up on your application with the employer and you will **still have access to the posting after the deadline** (which can be very helpful if you get an interview for the position!).

Revised: August 24, 2015

Questions? limhelp@uvic.ca
After you apply

To review all applications that you have submitted or intended to apply, click on “Co-op”, then on “Your co-op applications”. You will see a list of all jobs you have applied to or clicked on “I intend to apply” with the option to cancel applications for jobs that have not passed the deadline yet. In the “Status” column you can also track the status of your application.