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

**URL:** learninginmotion.uvic.ca

When you are ready to start applying for co-op jobs make use of the quick, advanced, and saved searches in LIM so you can find and keep track of your ideal co-op position.

Once you’ve logged into LIM, click on **“Co-op”** in the sidebar, then on **“Co-op Job Postings”** to begin your search.

**Quick Searches**

For a quick search of every available posting click on **“All jobs available to you”** under **“Additional Quick Searches”**.

![Co-op Job Postings](image)

This will bring up a list of all co-op postings that are currently available to you. To view the details of a job, click on the job title.

**Tip:** To open the job in a new tab or window, right-click on the title (for mac: hold the control key while clicking on the title) and select “open in new tab/window”.
Saving Positions

If you would like to remember a job for later, click on the “Save” button on the right end of the row.

All saved jobs will show up in the “My saved jobs” widget on the main co-op job postings page. If you don’t want a position saved anymore, simply click on “Remove from saved postings”.

When you see a job that you are not interested in at all you can remove it from your list by clicking on the little garbage bin symbol on the right. This job will no longer show up in any of your searches.

Revised: August 24, 2015  
Questions? limhelp@uvic.ca
To review and adjust your list of jobs that you are not interested in, go to the main co-op job posting page and click on “Manage my ‘Not Interested’ list”.

**Other Searches**

If you know the **job ID number** for a specific posting you can look it up under “Search Postings by Job ID”.

You can also search for jobs by entering a **key word**, like position title or company name.

Revised: August 24, 2015

Questions? [limhelp@uvic.ca](mailto:limhelp@uvic.ca)
Click on **Search Job Postings** for an advanced job search. Here you can filter by the date the job was posted, the application deadline, position type, co-op work term duration, job title, location, and more.

**Saving Searches**

In the search result list, click on **Save My Search Results** if you would like to save this search for the next time.

Give your search a descriptive name, and check the box that says “Check this box if you also want to be notified by email when new job postings that match this criteria are added” if you would like to receive email notifications for new postings (once/day).
How to search for co-op jobs in Learning in Motion (LIM)

You can review and adjust your saved searches and notification settings by clicking on "**Manage saved searches and email notification**" on the co-op job posting homepage. Here you can turn on/off email notifications by clicking on the red ‘x’ or green checkmark or delete your saved searches.

Under "**My Saved Searches**" you can choose to either run any of your saved searches again to see if the results have changed or run multiple saved searches. This feature combines the criteria of two or more saved searches.