VIRTUAL EMPLOYER SYMPOSIUM

BUILDING TOMORROW'S WORKFORCE

OCTOBER 14 - 17

CO-OP ➕ CAREER

Welcome!

UVIC

We acknowledge and respect the Ləkʷəŋən (Songhees and Xʷsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.

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Presenters

CO-OP + CAREER

ICTC **CTIC**
Information and Communications Technology Council
Conseil des technologies de l'information et des communications

Tara Coulter, Employment Development Officer, UVic	**Special Guest:** **Dave Murray** Senior Advisor, Industry and Ecosystem Engagement **ICTC**
Morgan Filliol, Employment Development Officer, UVic	
Christine Bobyn, Employment Development Officer, UVic	SWPP Funding Partner

Agenda

Presenter Introductions

Co-op Program Overview

Co-op Programs

Funding

Questions

Co-op Programs Overview

- 4-month terms (sometimes multiple terms – 8, 12, & 16 are possible)
- Available Fall (Sept-Dec), Spring/Winter (Jan-April) & Summer (May- Aug)
- Minimum 420 hours per term, minimum 12-week duration
- Work terms must be paid
- Supervision
- Work site visit, competency assessments, work term assignment

Typical Co-op Job Titles

Business

- AI Research Coordinator
- Admin/HR/Operations Assistant
- Accounting/Finance Analyst
- Event Planner
- Marketing Communications/Social Media Coordinator

Engineering & Computer Science

- Project/Field Coordinator
- Helpdesk Analyst/IT Intern
- Software Development Engineer
- Data Analyst
- Maintenance/Operations Intern

Optional program roles

- Indigenous Affairs Officer
- Environmental Field Technician
- Restoration/Conservation
- Lab Technician
- Research Assistant
- Digital Info & Policy Analyst

- Occupational Health and Safety
- Chemist Assistant
- Bioinformatics Research
- Information Analyst
- Legal Researcher/Intellectual Property Coordinator

How Co-op Works

- **Connect** with us
  - What are your hiring needs?
- **Create** positions that match business objectives
  - Can we help you create a job description?
- **Post** co-op position on UVic job portal
- **Review** applications
  - Can we help you set up an interview?
- **Hire** a student

Paige Garat's (biology) love for animals of all shapes and sizes led her to a co-op work term at Dand Veterinary Clinics.

From scheduling appointments and answering phones to taking X-rays and recording vitals, Paige brings her positive attitude and academic expertise to her role as a veterinary assistant, working at both clinics in Victoria to support the veterinarians.

As she considers a career as a veterinarian, Paige says that her co-op position has given her invaluable knowledge of the field. "Just being able to help animals feel better makes the hard parts of the job worth it," she says.

How to get students interested in your posting

- Choose a descriptive position title

- Help students see themselves in the job vs a long list of qualifications

- Provide information about your organization/department

- Explain how the position fits into the overall work of the department

- Include information on flexible work arrangements

- Include benefits and activities unique to your team

- Other perks? E.g. access to all internal jobs when you are an employee of the company

Best practices for interviewing co-op students

- Move quickly through the hiring process

- Utilize administrative support from co-op office:
  - ❑ scheduling interviews
  - ❑ making offers

- Keep our office in loop because co-op hiring happens quickly

On her fourth co-op work term, Christine (biomedical engineering) joined the software development team at the Canadian Food Inspection Agency's (CFIA) Sidney Centre for Plant Health, Canada's only post-entry quarantine research and diagnostic facility for grapevines, fruit trees and small fruit.

The Centre tests plants for virus to ensure plants are healthy for import, domestic movement, and export from Canada.

Canada Summer Jobs

Timeline:

Apply between mid-November and mid-December of each year

ELIBILITY/Who is it for?

- Not-for-profit organizations

- Public sector

- Private sector organizations with 50 or fewer full-time employees

Develop application and mentorship plan to receive up to 75% of labour costs

Apply in Nov/Dec (check website for dates)

Assessments will weight based on 95% Federal gov't priorities and 5% local gov't priorities.

Notice in April or May. Posted to Job Bank, for domestic students, PR, and Refugee, between 15-30 years of age. Projects & Job activities must occur in Canada.

Student Work Placement Program (SWPP) Funding Snapshot

- Federal program

- Wage subsidy for **work integrated learning** placements

- Up to 50% of student wages (max $5000)

- Up to 70% (max $7,000) for student from underrepresented groups which includes: female STEM students, indigenous students, students with a disability, visible minorities, newcomers to Canada and students in their first academic year

SWPP Funding Partners

SECTOR	SWPP FUNDING PARTNER
Any sector	Magnet, Talent Opportunities Program, Venture for Canada, Fédération des chambres de commerce du Québec (FCCQ)
Agriculture & Environment	Canadian Agricultural Human Resources Council, ECO Canada
Biotechnology	BioTalent
Culture & Media	Cultural Human Resources Council
Electricity	Electricity Human Resources Council
Food & Beverage Processing	Food Processing Skills Canada
Information & Communication Technology	TECHNATION, Information and Communications Technology Council
Manufacturing	Excellence in Manufacturing Consortium
Mining	Mining Industry Human Resources Council
Tourism	Canadian Tourism Human Resources Council
Transportation & Logistics	Canadian Council for Aviation & Aerospace, Trucking Human Resources Canada

SWPP: Eligibility Criteria

Employer Eligibility	Student Eligibility
Registered Business or Registered Not-for-Profit	Citizenship: Canadian citizen, Permanent Resident or have refugee status in Canada
Cannot be receiving other Federal funding to hire the student	Registered in a post secondary program
Must hire students as employees, not independent contractors	Legally able to work in Canada
Must meet sector-specific criteria established by funding partner	Cannot be a family member of the employer

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Funding Process

Varies by funding partner

Online application process

- Provide information about company
- Provide CRA business number
- Provide job description
- Identify hiring term
- Submit application for each student

After hiring student

- Provide student's contact information to funder
- Student verifies their academic status
- Payment follows, up to 60 days after submitting final documents at the end of the work term, though this varies by funder

Hiring a Student

- Student must be hired as a temporary employee, not a contractor

- Employer must have enough funds to pay the student during the work term

- The funding partner may have additional requirements during the work term in addition to the school's work term deliverables

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Is there a place for a co-op student in your business?

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Questions?

Tara Coulter, Employment Development Officer, UVic taracoul@uvic.ca	**Morgan Filliol**, Employment Development Officer, UVic mfilliol@uvic.ca
Christine Bobyn, Employment Development Officer, UVic cbobyn@uvic.ca	**Dave Murray,** Senior Advisor, Industry and Ecosystem Engagement, ICTC

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https://www.surveymonkey.ca/r/THPYFC3

We are grateful for your participation and value your feedback!

https://www.uvic.ca/career-services/events/employer-symposium/index.php

Check out the upcoming presentations in the symposium!

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