



University of Victoria

# Hiring UVic Engineering and Computer Science co-op students



Engineering students on the UVic Hybrid Team design, build and compete with hybrid vehicles. *UVic Photo Services*

## ABOUT UVIC CO-OP

- + University of Victoria is home to 22,000 students
- + One of Canada's largest co-op programs
- + Largest graduate co-op program in Canada
- + 700+ engineering and computer science co-op placements per term
- + Mandatory co-op for undergraduate engineering students
- + Students relocate for work terms across Canada and around the world
- + Flexible posting and hiring process

## HIRING OVERVIEW

- + Work terms begin in January, May and September
- + Work terms are full-time and typically four months long
- + Students are also available for 8, 12 or 16 months depending on students' academic schedules
- + Funding opportunities are available ([uvic.ca/coopandcareer/employerfunding](http://uvic.ca/coopandcareer/employerfunding))

## ENGINEERING AND COMPUTER SCIENCE CO-OP PROGRAMS

### UNDERGRADUATE PROGRAMS

Computer Science  
 Biomedical Engineering  
 Civil Engineering  
 Computer Engineering  
 Electrical Engineering  
 Mechanical Engineering  
 Software Engineering

### GRADUATE PROGRAMS

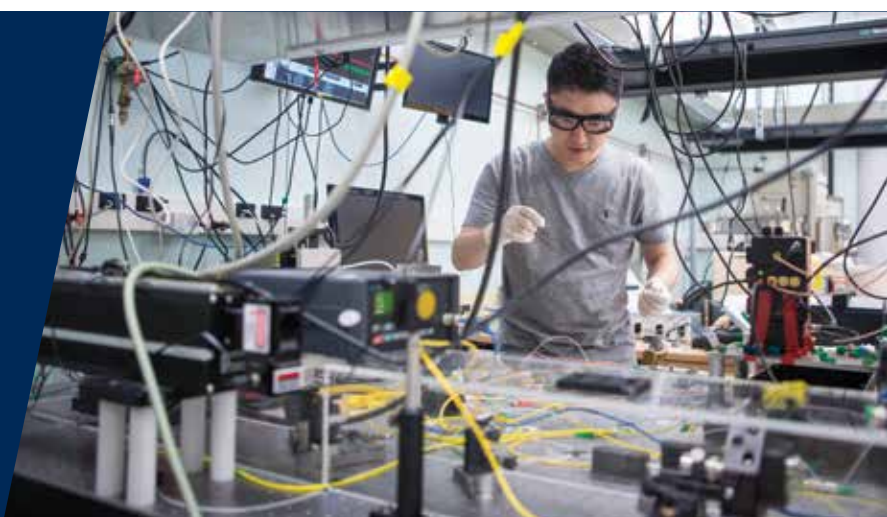
Computer Science  
 Civil Engineering  
 Computer Engineering  
 Electrical Engineering  
 Mechanical Engineering  
 Telecommunications and Information Security

## HIRING SCHEDULE

ACTION	HIRING FOR FALL TERM (SEPT–DEC)	HIRING FOR SPRING TERM (JAN–APR)	HIRING FOR SUMMER TERM (MAY–AUG)
Send in your job description	May 1 – Aug 31	Sept 1 – Dec 31	Jan 1 – Apr 30
Review job applications	After job posting closes (typically posted for two weeks)		
Interview candidates	At your earliest convenience		
Inform co-op office of selected candidate	Once you've chosen the successful candidate		
Receive confirmation from co-op office	Within one business day of co-op office extending the job offer		

## DURING THE WORK TERM

- + Company assigns a supervisor
- + Co-op coordinator conducts a work site visit
- + Student completes competency assessments with input from supervisor
- + Student writes a work term report



## HOW TO HIRE A STUDENT

Our hiring services are free and flexible, and our office is available to help at every step.

**1 SEND YOUR JOB DESCRIPTION**  
Send your job description to [engrcoop@uvic.ca](mailto:engrcoop@uvic.ca) (or contact us to help you write it). Students can apply through our online system ([learninginmotion.uvic.ca](http://learninginmotion.uvic.ca)), on your website or by email. You can choose to target your job to students from multiple program areas.

**2 SHORTLIST APPLICANTS**  
Once your posting has closed, you'll receive students' applications, review them and choose a shortlist of candidates to interview.

**3 INTERVIEW STUDENTS**  
We can coordinate scheduling your interviews—just send us your shortlist of candidates with your preferred interview times and method. You're also welcome to arrange your own interviews—please just keep us informed.

**4 MAKE A JOB OFFER**  
When you've chosen a candidate, we'll extend the job offer on your behalf and confirm the student's response. Once the offer is accepted, you'll send the student a formal letter of offer, including start and end dates, salary and any other details.

### OTHER WAYS TO CONNECT

We welcome employers to attend career fairs and host information sessions on campus! [engrcoop@uvic.ca](mailto:engrcoop@uvic.ca) | 250-472-5800