

# Hiring a UVic co-op student

## INFORMATION FOR EMPLOYERS

You can hire UVic co-op students with a variety of skills, backgrounds and specialties to fill a wide range of short-term positions. Hiring is simple and free, and the co-op office is available to help at every step!

## WHEN YOU CAN HIRE



- + Co-op work terms usually begin in January, May and September (they are generally four months long but range from 12 to 16 weeks—the minimum allowable length is 12 weeks or 420 hours over the term period).
- + Generally, you are encouraged to post your position:
  - in September (or later) to hire for January
  - in January (or later) to hire for May
  - in May (or later) to hire for September
- + Students may be available for longer periods (8, 12 or 16 months).
- + Other options may also be possible—we'd be happy to discuss alternatives.

## HOW TO HIRE

### 1 | Send your job description

Send your job description to the co-op office (or contact us to help you write it). Students can apply through our online system ([learninginmotion.uvic.ca](https://learninginmotion.uvic.ca)), on your website or by email. You can target students from multiple programs.

### 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 take care of scheduling your interviews—just send us your shortlist of candidates, preferred interview times and method (your location, phone, Skype or on campus). 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 contact the student directly with a formal letter of offer, including start and end dates, salary and any other details.

# WHAT'S INVOLVED FOR EMPLOYERS



## Managing a student

- + **Assign a supervisor:** He or she will check in with the student about work projects, mentor the student and oversee progress.
- + **Competency assessments:** The supervisor will go over learning goals with the student early in the work term and assess the student's performance using an online "Competency Assessment" form at the middle and end of the work term.
- + **Work site visit:** Your co-op coordinator will arrange a site visit midway through the term to discuss the student's progress (in person, phone, Skype or videoconference).
- + **Work term submission:** The student will complete a final report or other submission near the end of the work term, which a co-op staff or UVic faculty member normally evaluates. If you have concerns about confidentiality, please contact us.
- + **Give feedback on our program:** We welcome your comments in a quick evaluation!



## Salary and funding

- + You'll set a salary based on the student's skills and experience, job responsibilities, your organization's resources and industry standards.
- + You are responsible for mandatory government benefits and deductions (such as vacation pay or time off in lieu, Employment Insurance and Canada Pension Plan contributions).
- + Students usually pay for their own housing and relocation, but you can choose to subsidize costs.
- + Funding options may be available—visit [uvic.ca/coopandcareer/employerfunding](http://uvic.ca/coopandcareer/employerfunding).

## CONTACT UVIC CO-OP

[employer@uvic.ca](mailto:employer@uvic.ca) | 250-721-6616 | [uvic.ca/employers](http://uvic.ca/employers)

Ready to hire? More questions? Contact us to get started!

