How to post jobs on the Co-op and Career job board

UVic students are highly skilled, energetic and innovative—ideal additions to any workplace. As an employer, you can connect with UVic Co-op and Career to hire co-op students, or find the right student or graduate for:

- full-time positions
- part-time positions
- contract positions
- summer positions
- volunteer positions

You can post jobs and review and shortlist applicants on our Co-op and Career portal at learninginmotion.uvic.ca.

How to create an account in our job portal

1. To create an employer account, select the Employers button at learninginmotion.uvic.ca.
2. Next, click New account registration and fill in your contact and organization information.
3. Once you’ve completed the form, click Submit registration. Once approved, you’ll receive an email confirming that your account has been created.

Please note that it generally takes 24 business hours to process your registration before receiving an email confirmation in your inbox.

How to post positions

1. Select the Employers button at learninginmotion.uvic.ca and log in.
2. Once you’ve signed in, select Post a new job at the top of the page.
3. Select the the type of job.
4. Complete the job posting form to provide information about the job itself as well as the types of candidates you would like to apply to the position.
5. The more details you include, the easier it will be to attract candidates who are right for the positions you post, as candidates can search job postings for criteria that you include here.
6. When you're finished, hit the Submit posting for approval button. It may take a few days for your position to be approved and posted.

Wondering when to post co-op positions? You should post co-op positions two to four months BEFORE the start date, as this is when students are looking for jobs. Co-op positions typically start in January, May and September.
How to review and shortlist

Co-op applicants:
1. Once you’ve posted a position, you can review and shortlist candidates who have applied to your positions.
2. Log in to learninginmotion.uvic.ca and you’ll be taken to your homepage.
3. Select the Job postings tab and you’ll see a list of your job postings. Click on the job posting you’d like to see applications for and the page for that job will appear.
4. Choose View applications from below the posting summary to see a list of applicants and their application packages.
5. Once you’re reviewed the applications, you can select whether you’d like to interview individual applicants.
6. In-person interview space and video conferencing can be arranged.
7. UVic Co-op and Career offers employers comprehensive hiring support; you can notify the appropriate co-op program office with your shortlist and we’ll set up interviews, or you may notify applicants directly through the system.

You can connect with the appropriate co-op program office to arrange for interviews and complete the hiring process.

Career applicants:
Most employers opt to use their own candidate evaluation system; however, if you’d like to use our system and would like support, please contact employer@uvic.ca for assistance.

You can connect with the Career Services office to arrange for in-person interview space and video conferencing.