Hiring UVic Engineering and Computer Science co-op students

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)

ENGINEERING AND COMPUTER SCIENCE CO-OP PROGRAMS

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

GRADUATE PROGRAMS
Applied Data Science           Electrical Engineering
Computer Science              Mechanical Engineering
Civil Engineering             Telecommunications and Information Security
Computer Engineering
POSTING TIMELINE

We use a continuous posting system at UVic so your job postings are welcome throughout the term. Co-op hiring typically begins the term before you need a student, as outlined below.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>HIRING FOR FALL TERM (SEPT–DEC)</th>
<th>HIRING FOR SPRING TERM (JAN–APR)</th>
<th>HIRING FOR SUMMER TERM (MAY–AUG)</th>
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</thead>
<tbody>
<tr>
<td>Send in your job description</td>
<td>May 1 – Aug 31</td>
<td>Sept 1 – Dec 31</td>
<td>Jan 1 – Apr 30</td>
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<tr>
<td>Review job applications</td>
<td>After job posting closes (typically posted for two weeks)</td>
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<tr>
<td>Interview candidates</td>
<td>As soon as possible</td>
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<tr>
<td>Inform co-op office of selected candidate</td>
<td>Once you’ve chosen the successful candidate</td>
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<tr>
<td>Receive confirmation from co-op office</td>
<td>Within one business day of co-op office extending the job offer</td>
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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 (or contact us to help you write it). Students can apply through our online system (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 | 250-472-5800