



University of Victoria

Hiring UVic Engineering and Computer Science co-op students



Mechanical engineering co-op student Jared White spent a work term with Nuytco Research, where he helped test systems for the Dual Deepworker submersible.

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.

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	As soon as possible		
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 (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