



University of Victoria

Hiring UVic Science co-op students



Tracy (biology) worked as a stewardship intern with Okanagan Similkameen Stewardship in Penticton, BC.

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
- + 375+ science co-op placements each year
- + Optional co-op for undergraduate and graduate 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)

SCIENCE CO-OP PROGRAMS

- Astronomy
- Biochemistry
- Biology
- Chemistry
- Earth and Ocean Sciences
- Mathematics
- Microbiology
- Physics
- Statistics

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

Andrew (biochemistry) worked as a biochemistry and molecular biology researcher for the Yates Lab at the University of Calgary in Alberta.



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 employer@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! employer@uvic.ca | 250-721-7713