

Career Centre

EMPLOYER'S GUIDE TO RECRUITING AT UFV

Explore the ways the UFV Career Centre can help satisfy your recruitment needs and connect you with Fraser Valley's best.

As an employer, you're looking to hire a great employee. Why should you accept anything less? The Career Centre can help you recruit capable students and graduates who are highly motivated and eager to help you. Our goal is to make the entire recruitment process easier for you.

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CO-OPERATIVE EDUCATION

Hire pre-screened co-op students and develop a long-term recruitment strategy for your organization.

Co-op students can assist you in 4-, 8- or 12-month terms and come from a variety of program areas, including Applied Arts, Business Administration, Computer Information Systems, Library and Information Technology, and Sciences.

CAREER SERVICES

Promote all your employment opportunities at no charge through our user-friendly online job posting service. We can also help you host information sessions or book interview space on campus.

CAREER EVENTS

Enhance your presence on campus and become an employer of choice with over 10,000 talented university students and alumni. Participate in career fairs, workshops, and other networking events to build relationships and connect with potential employees.



“We have had enormous success in hiring quality employees with the help of the UFV Career Centre, from exhibiting at the career fair, to hiring co-op students, to posting summer and permanent opportunities.”

— DUANE BATES,
BC Assessment.

Career Centre



“It’s a win-win situation — we get qualified, enthusiastic employees and the students gain some great ‘real world’ experience.”

— City of Abbotsford.

“Co-op students have enabled Envision to increase the skill levels within the organization while providing competent staffing to cover high work periods.”

— Envision Financial.

CAN I POST JOB OPPORTUNITIES?

Yes, employers can post employment opportunities (part-time, full-time, co-op, seasonal, and volunteer) at no cost directly on CareerLink, UFV Career Centre’s online job posting, event, and recruiting system at www.ufv.ca/Jobs/CareerLink .

Our students and graduates have exclusive access to view and apply to these postings.

You can easily set up an account on CareerLink:

- Promote your organization by creating an online profile for students to view
- Post job opportunities and receive applications directly online
- Send messages to all applicants with one click e-mailing
- Take advantage of on-campus recruitment by hosting an information session.

DO YOU OFFER A CAREER FAIR?

Our annual career fair is held on the Abbotsford campus each year and is open to students, alumni and the community. This campus-wide event is the largest career fair in the Fraser Valley and invites students from all disciplines as well as employers from a variety of industries to participate. Take advantage of this opportunity to showcase your organization. Space is limited and fills up quickly. For exhibitor registration and sponsorship information, contact the Career Centre or visit www.ufv.ca/jobs/careerfair .

We also offer various panel and discipline-specific career events. Contact us with your ideas and interests and we can specialize these events to suit your needs.

CAN I BOOK INTERVIEW SPACE?

You can book space on campus for interviewing, which often proves to be very convenient for both students and employers. Advanced notice is required and there is a minimal fee. Request forms can be accessed on CareerLink www.ufv.ca/Jobs/CareerLink .

CAN WE HOST AN INFORMATION SESSION?

You can increase your profile on campus by hosting an information session, which allows students the opportunity to learn first-hand about your organization. The Career Centre can help you coordinate onsite arrangements including promoting your session, booking rooms, arranging catering, and supplying audio-visual equipment. Advanced notice is required and there is a minimal fee. Request forms can be accessed on CareerLink www.ufv.ca/Jobs/CareerLink .

TAKE ADVANTAGE OF OUR FULL RANGE OF SERVICES TODAY!

POST YOUR JOB OPPORTUNITIES ONLINE AT WWW.UFV.CA/JOBS/CAREERLINK .

WHAT IS CO-OPERATIVE EDUCATION?

Co-operative Education is a program that formally integrates a student's academic studies with paid work experience. Co-op is unique as it provides employers with outstanding students who are prepared to work and learn. Co-op students are ready to work across the Fraser Valley, Lower Mainland, and beyond.

WHAT ARE THE BENEFITS TO HIRING CO-OP STUDENTS?

Diverse skills and abilities — Co-op students bring a diverse skill set to your organization and come from a variety of program areas:

- Applied Arts Administration Arts (Criminology, English, Media & Communications, Psychology, History, Geography)
- Business Administration (Accounting, Finance, Human Resources, Marketing, General Business)
- Computer Information Systems (Programming, Database Management, Web Design, Technical Support)
- Library & Information Technology (Cataloguing, Records Management, Referencing, Research, Database Management, Collection Management, Website Maintenance)
- Science (Biology, Chemistry, Math/Statistics, Physics, Engineering, Kinesiology)

Flexible schedules — Students are available to start beginning each May, September, or January for 4-, 8-, or 12-month work terms depending on your needs.

Reduce time & costs — UFV's Career Centre facilitates the process to save you valuable time and energy without the additional costs associated with hiring a permanent employee.

Effective recruitment strategy — “Try before you buy.” Assess future, potential employees for employment after graduation.

Renewed energy & knowledge — Co-op students are highly motivated and can bring a fresh perspective to your team.

Pre-screened candidates — Students are accepted into the Co-op program based on their academic accomplishments and career motivation. Since co-op focuses on learning and developing professional competencies, work terms are usually more than just a ‘summer’ job.

WHAT CAN CO-OP STUDENTS DO FOR ME?

- Start and complete a special project
- Supplement existing staff during peak periods
- Fill temporary staff shortages — maternity, vacation coverage
- Add value to your organization

PREVIOUS CO-OP POSITIONS INCLUDE:

Applied Arts	<ul style="list-style-type: none">• Communications Assistant• Researcher• Enforcement Officer• Property Assessment Collector• Junior Policy Analyst
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Business Administration	<ul style="list-style-type: none">• Accounting Assistant• Management Trainee• Marketing Assistant• Financial Service Rep• Human Resources Assistant
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Computer Information Systems	<ul style="list-style-type: none">• Technical Support• Web Publisher• Database Analyst• Junior Software Developer• Assistant LAN Administrator
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Library & Information Technology	<ul style="list-style-type: none">• Library Technician• Library Cataloguing Assistant• Library Science Assistant
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Science	<ul style="list-style-type: none">• Research Assistant• Field Technician• Environmental Monitor• Analytical Chemist• Production Statistician
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CO-OP HIRING PROCESS

STEP 1

Post Co-op opportunity online: www.ufv.ca/jobs.

STEP 2

Shortlist and interview candidates onsite or on campus — Career Centre can make interview arrangements on your behalf.

STEP 3

Select successful candidate — Career Centre will make job offer to Co-op student

STEP 4

Co-op work term — Provide feedback and support

IS THERE ANYTHING ELSE I NEED TO KNOW?

The Career Centre team is available to help you with all of your recruitment needs, whether you're looking to hire a graduate, post a Co-op opportunity, or attend a Career Fair.

Located on the Abbotsford Campus in Room B236/238, we are your connection to students and graduates.

To contact us, call 604-854-4507 or toll free at 1-888-504-7441 (ext 4507). You can also email us at career.centre@ufv.ca or visit us online: www.ufv.ca/jobs .



The information contained in this document is subject to change. Please refer to www.ufv.ca/jobs for up-to-date information. UFV reserves the right to cancel courses and programs.



About UFV

Nestled in the beautiful Fraser Valley just east of Vancouver, in B.C., UFV is a fully accredited, public university that enrolls more than 11,000 students each year. UFV has campuses in Abbotsford, Chilliwack, and Mission and regional centres in Hope and Agassiz, and a growing presence in Chandigarh, India.

UFV is committed to exceptional post-secondary instruction and a nurturing learning environment. We are large enough to offer variety, yet small enough to offer the personal attention that our students need to thrive. Our small class sizes and focus on teaching allow our students to get to know their instructors and learn in a hands-on setting.

We offer more than 80 programs, including 13 bachelor's degrees, a master's degree, and more than a dozen trades and technology programs. We believe that anyone who wants to go to university should be given the chance, so our admission policies are flexible, and we provide university prep courses and high school completion options. There are many options for learning: full-time, in class, online, as part of a structured program or one tailored specifically to your interests.

Many of our programs "ladder" into one another, allowing students to keep their options open. Our international programming makes for a culturally diverse student body and great opportunities to study abroad, while our continuing studies offerings make learning a lifelong experience.

UFV is recognized nationally for student success, an excellent learning environment, creative integration of programming, and our work with our local communities.

Get to know us better at www.ufv.ca .

