

# Hire a Co-op Student

## ELIGIBLE PROGRAMS:

Arts, Associate & Bachelor degree  
Business Administration, Bachelor degree & diploma  
Computer Information Systems, Bachelor degree & diploma  
Criminal Justice, Bachelor of Arts degree & diploma  
Data Analysis Post-baccalaureate certificate  
Environmental Studies, Bachelor degree  
Fine Arts, Bachelor degree  
Integrated Studies, Bachelor degree  
Library & Information Technology diploma  
Media Arts, Bachelor degree  
Science, Associate & Bachelor degree  
Science, Bachelor of Agricultural Science degree

## WORK TERMS:

Work terms are full-time 4, 8 or 12 months on a semester basis:

- January - April
- May - August
- September - December

A minimum of 420 paid working hours per semester is required

## BENEFITS TO YOUR ORGANIZATION:

- Co-op students add a fresh perspective, new ideas, and diversity to your organization
- Find your future employee! Many employers hire former co-op students after graduation, reducing recruitment and training costs
- Cost-effective solution to fill temporary or short-term staffing needs
- Build your company profile and market your organization to potential employees for free
- Receive support and assistance from the Co-op staff at every stage of the process
- Employers can provide valuable feedback about course curricula and content
- You may be eligible for funding to reduce costs while developing your talent. For information visit: [ACE-WIL Get Funding Program Details](#)

## HIRING AND WORK TERM PROCESS:

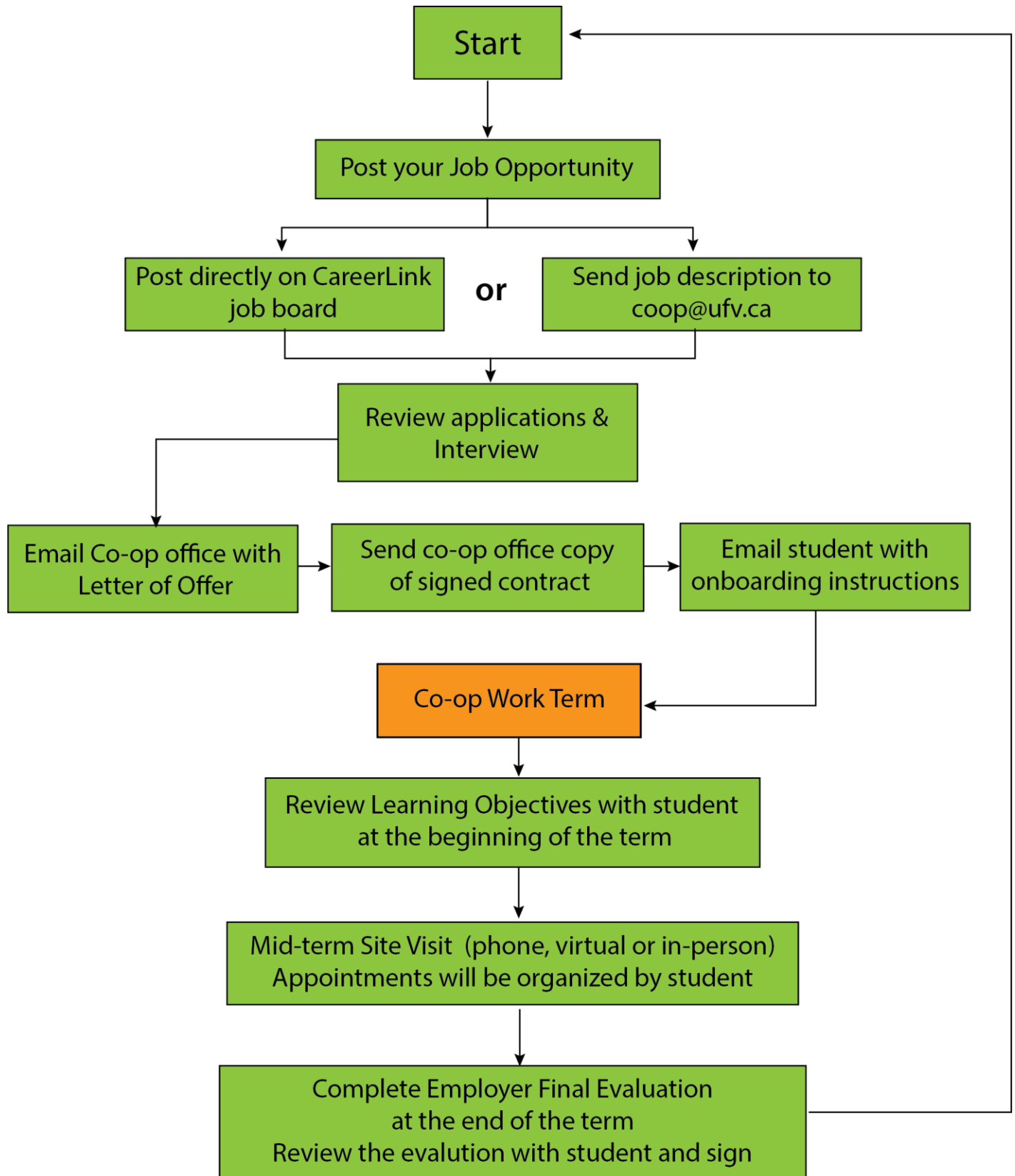
- Post jobs online for free all year round. To access our job board, go to [ufv.ca/jobs](http://ufv.ca/jobs), click on CareerLink for Employers, and create an account or e-mail [coop@ufv.ca](mailto:coop@ufv.ca) with a job posting
- Qualified students apply with cover letters, resumes, and unofficial transcripts, which will be forwarded to you for screening and shortlisting
- Contact the Co-op office with your shortlist of candidates. A Co-op Coordinator can assist you with interview arrangements
- When the interview process is complete and you are ready to hire, contact the Co-op office - we will connect you with the student (if you haven't already done so) to discuss the details of the position
- As a Co-op employer, you set the wage based on the student's skills, year of study, and prior co-op experience
- During the work term, employers provide training, feedback and support to the student
- A Co-op Coordinator will conduct a mid-point site visit to ensure satisfaction and get feedback
- At the end of the term, the employer/supervisor is asked to complete a final Employer Evaluation form

## Further Information:

Visit our website at [ufv.ca/coop](http://ufv.ca/coop) or email us at [coop@ufv.ca](mailto:coop@ufv.ca)

# How to Hire a Co-op Student

(Recruitment Process Timeline)



\* CareerLink: <https://www.ufv.ca/jobs/co-operative-education/hire-a-student/>

Note: UFV does not have posting deadlines or matching rounds. Post a job any time; we recommend leaving adequate time for the application process