WHAT IS THE RECRUITMENT PROCESS?

1 SUBMIT JOB DESCRIPTION

- Job description should include:
  - Job Title
  - Duration - 4 or 8 months (12 or 16 months available for specific disciplines)
  - Duties & Responsibilities
  - Qualifications
  - Special Instructions

- Email posting to the Co-op office at jobs@sciencecoop.ubc.ca

The Co-op office typically posts jobs for 3 business days unless a deadline is specified. You will receive an email notification on the deadline day when applications are ready for review.

2 SCHEDULE INTERVIEWS

- Review application package and select students to interview
- Email the following interview details to the Co-op Office at interviews@sciencecoop.ubc.ca
  - Student names
  - Job position & Job ID
  - Preferred interview date & time
  - Duration of interview
  - Location of interview
  - Interview Method: in-person, phone, or video-conference

The Co-op office will schedule the interviews and send confirmation. A minimum of 2 business days is required to set up and confirm interviews.

3 MAKE A JOB OFFER

- After you interview the students, submit your list of hiring choice to the Co-op office at interviews@sciencecoop.ubc.ca
- When making an offer, please include the following details:
  - Name of student selected
  - Job position offered
  - Duration
  - Salary
  - Number of hours per week
  - Supervisor

After a Co-op Coordinator confirms job acceptance from the student, send an official Offer Letter to the Co-op office via email.
EMPLOYER RESPONSIBILITIES

• **Job Description & Interview** – provide a clear and accurate description of the co-op position to the student.
• **Beginning of Work Term** – set goals and communicate expectation of work term to the student. Provide sufficient training and supervision.
• **Mid-Term Site Visit** – meet with a Co-op Coordinator to discuss progress of student’s work and address any performance issues. Site visit is initiated by the Co-op office and the student.
• **End of Term** – Fill out evaluation form for the student. The student will provide instructions to the supervisor. The paperwork required for every 4-month work term includes:
  1. Evaluation of Co-op Student (online)
  2. Review student’s Co-op Report, Progress Report or Oral Presentation
     If the report or presentation is confidential, please grade it as well.

FREQUENTLY ASKED QUESTIONS

1. **What is the typical salary for Co-op students?**
   Check our salary statistics online at http://www.sciencecoop.ubc.ca/employers/salaries

2. **Is there funding available to hire Co-op students?**
   The most common subsidies our co-op employers utilize are listed below; however, the UBC Science Co-op website lists the most current funding programs for employers. https://sciencecoop.ubc.ca/employers/salaries
   » **Student Work Placement Program (SWPP)** - Wage subsidies are provided for businesses to hire post-secondary students in STEM eg. Environment, Biotechnology, ICT, Financial Services, Mining, Aerospace and Aviation, Electricity, and Entrepreneurship.
   » **BC Tech Co-op Grant** - Eligible BC-based employers receive a maximum of four grants each per fiscal year to recruit and train one to four co-op students.
   » **Industrial Research Assistance Program (IRAP)** - The Youth Employment Program offers financial assistance to offset the cost of hiring young talent to work on projects with R&D, engineering, multimedia or market analysis components or to help develop a new product or process.

3. **When is the right time to post?**
   UBC Science Co-op operates on the continuous placement model. The majority of our students are placed within the first 2 months of each recruitment cycle. Our recruitment process begins 4 months (one semester) before the actual work start date:

<table>
<thead>
<tr>
<th>Start working in</th>
<th>Posting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Sep 1st to Dec 24th</td>
</tr>
<tr>
<td>May</td>
<td>Jan 1st to Apr 30th</td>
</tr>
<tr>
<td>September</td>
<td>May 1st to Aug 31st</td>
</tr>
</tbody>
</table>

4. **Who can I talk to for further inquiries?**
   Our Co-op team is happy to assist you with any questions related to postings, interviews, job offers or problems on a work term.

   **Contact us at:**
   phone: 604-822-9677
   email: science.coop@ubc.ca
   website: sciencecoop.ubc.ca