



# 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](mailto: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](mailto: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](mailto: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:

Start working in:	Posting Period:
January	Sep 1 <sup>st</sup> to Dec 24 <sup>th</sup>
May	Jan 1 <sup>st</sup> to Apr 30 <sup>th</sup>
September	May 1 <sup>st</sup> to Aug 31 <sup>st</sup>

### 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](mailto:science.coop@ubc.ca)

website: [sciencecoop.ubc.ca](http://sciencecoop.ubc.ca)

