



## New Student Frequently Asked Questions (FAQ)

### JOB APPLICATIONS

#### **When applying for jobs in SCOPE, can I include my personal contact information?**

**Yes.** Science Co-op requires students to include your personal contact information on all your Co-op job applications (and when applying through an employer's website as well). Please have your phone number and email address listed on your resume. We still prefer that employers schedule interviews through our office.

*It is crucial that you keep your Coordinator informed when you are contacted by an employer directly for an interview. ALL job offers MUST be extended through the Co-op Office.*

#### **If I want to apply for multiple similar positions within the same company, do I have to write separate cover letters for each position? Or can I use one cover letter for all since the qualifications for these jobs are similar?**

You should write a different cover letter for each position, even though the jobs look similar, because applications may be sent to different hiring managers within the company. However, that does not mean that they have to be entirely different from one another. Please carefully read each job description as each company has its own processes. For example, Electronic Arts asks you to write one cover letter and include all of the positions you are interested in.

#### **There are some jobs that I am interested in doing for 4 months, while others for 8 months. Can I have two versions of the summary sheet?**

**Yes.** Do make sure that you apply with the correct summary sheet as when we receive an offer, we will refer to your Co-op schedule and summary sheet for your availability. If your availability differs from your Co-op schedule recorded in SCOPE please inform your Coordinator.

#### **How long will it take for an employer to review the applications?**

**It depends.** Employers can take a few days to a few weeks or even months. The Co-op Office follows up with each employer after the application deadline encouraging them to schedule interviews as soon as possible. Please keep in mind that employers have busy schedules and other work commitments, in addition to Co-op hiring. An employer may decide not to interview or not to hire after interviewing if they don't find the right candidate.



### What does it mean when a job is re-posted/extended in SCOPE?

It means that the employer may not have found the "right" candidate they were looking for. If you applied and were not selected, this means the employer has decided not to interview you. You do not need to apply again if the position is re-posted. You can certainly apply again in your future work terms.

### I want to apply for jobs on the company's website. Should I use the Co-op letterhead on my resume?

**Yes.** Even though you are applying directly to the company's website, we recommend that you use the Co-op letterhead. The employer will know that you are from a renowned Co-op program. Please remember to include your personal contact details—email and telephone numbers—on external applications.

### Can I include my personal website, e-portfolio and GitHub on my resume?

**Absolutely.** Employers are very interested in your projects outside of the classroom. You can include the URL on page 1, right after your Name and Program.

## APPLICATION STATUS

### Can I know if a job is filled even when I am not selected for an interview?

Every effort is in place for the Co-op team to follow up with employers to obtain the latest recruitment statuses on all jobs. However, it is not always possible to know the outcome for all positions. You will see "Recruitment in Progress" when we have started scheduling interviews with other candidates for that position. Once the employer has hired a student, the status will be changed to "Job Filled".

### How long does it take for employers to review application packages and decide on their interview shortlist?

Some employers are very prompt in shortlisting but typically we will hear back from employers within 2-3 weeks.

## INTERVIEWS

### How do I know if I am selected for an interview?

You will receive an email when you are invited for an interview.

If you are short-listed for an interview, you will either 1) be contacted by the Co-op office to sign up for a date/time in SCOPE or 2) be contacted directly by the employer to set up an interview (if you applied outside of SCOPE) .

When we are in the process of setting up an interview you will see this reflected in your status in SCOPE. Your application status may be updated before you receive a formal





invitation from the Co-op office. This is not a technical error; you will be able to sign up in SCOPE once the interview is fully set up in the system.

The interview will also become available for sign up under your SCOPE account. We recommend that you check your emails and SCOPE regularly during the placement period.

### **What if there's a time conflict with the interview time requested?**

Please attend all interviews you have been selected for unless there is a conflict with an exam, quiz, lab or another interview, in which case, inform the interview staff ASAP in order to reschedule the interview.

### **How long does it take for an employer to schedule an interview?**

**It depends.** Employers can take a few days to a few weeks or even months. We encourage employers to interview as soon as possible so they can find the best candidate for their position.

### **Will I hear back if an employer doesn't want to interview me?**

If an employer is posting with other universities and only interviews their students, they will not notify us. Your application status in SCOPE will remain as "Sent." Due to the large number of applications employers receive, it is not possible for them to let us know if they will not be interviewing you.

### **Will they let us know after the interview if we don't get a job?**

Coordinators will contact you if you receive a job offer. So no news means you didn't get the job. Sometimes an offer can take a few days or weeks to be made. For example, if the employer is interviewing students from other programs such as UBC Engineering Co-op or other universities such as SFU or Waterloo, this will take time. Remember, when you start applying for new grad, fulltime positions, this is the same process. You will only be notified if you receive a job offer.

### **How much notice will I get about an interview request?**

We typically advise employers that it will take 24 to 48 hours to set up interviews. However, if an employer wants to expedite an interview, we will try to provide you with at least 24 hours' notice. Please ensure you have voice mail so we can leave you a message, if needed.

### **What do I do if companies contact me directly to arrange interviews?**

Proceed and make the interview arrangements yourself. Then remember to email [interviews@sciencecoop.ubc.ca](mailto:interviews@sciencecoop.ubc.ca) and your Coordinator with the company name, position title, interview date and time. If you'd like to take the interview on campus using our interview room, email [interviews@sciencecoop.ubc.ca](mailto:interviews@sciencecoop.ubc.ca). We will be able to provide the phone number once we confirm which interview room is available for you to use. The interview rooms are also equipped with Skype.



**I am no longer interested in a job that I previously applied to. May I cancel the interview?**

**No.** Since you applied to the job, you need to follow through on your actions. Please attend the interview in an open, flexible and professional manner. You may learn about aspects of the job and opportunities in the company that the job description did not convey. We will only reschedule interviews if there is a direct conflict with your midterms, quizzes or mandatory lab that constitute your grades.

**I haven't had any interviews. What am I doing wrong?**

The Co-op job application process is competitive and you are competing with other students as well as students from other programs and universities. But do not give up! We encourage you to meet with your Coordinator to review your application progress and discuss job search strategies.

**THANK YOU NOTES/EMAILS****I want to send a thank you email to the interviewers. Who do I send my thank you note to?**

If the interviewer(s) provided you with their business card, you can send them a thank you email directly. *Due to the sheer volume of Co-op interviews, the Co-op office will not be collecting and forwarding thank you emails to employers.*

Here are some guidelines when writing your thank you notes:

- Subject line: "UBC Science Co-op [SCOPE job #] Interview - Thank you"
- Include 1-2 short paragraphs on why you enjoyed the interview, why you are a fit
- Put your thank you note in the body of your email. Do not send as an attachment.
- Sign your thank you note with your first and last name

It is a nice touch to send a thank you email after your interview, however, this is not mandatory practice in the Co-op process.

**JOB OFFERS****How will I know if I get a job offer?**

Your Coordinator will contact you immediately either via phone or email. Please ensure you check your emails and voice messages during the job search period. You will have two business days to consider the offer and respond to your Coordinator.

**What do I do if I am not interested in the job after the interview?**

During your job search, you will apply for the jobs you are interested in. If you have concerns after your interview, please contact your Coordinator immediately. Refer to the Terms and Conditions, point 12. *I will contact my Coordinator immediately after an interview if I do not want to accept the position.*





## **I have secured a Co-op job already. Will I hear back from other companies I applied to if I get an interview request?**

If you have already secured a Co-op job, we will inform the employer that you are no longer available. Due to the large volume of interviews the Co-op office schedules, it is not possible to inform you. We encourage you to apply to the companies you are interested in for your future Co-op work terms.

## **Will the Co-op Program (or should I) negotiate my salary during the interview?**

**No.** Co-op is an academic program and getting a high salary is not part of the educational goal. However, if the salary is below minimum wage, or is significantly lower than the market rate, we will speak with the employer. If the interviewer asks you about the salary during the interview please refer them to the salary statistics on the Co-op webpage (<http://www.sciencecoop.ubc.ca/employers/salaries>). Please note that the salary information on the Co-op page should only be used as a guideline and not a rule because it is based on past salary statistics of previous Co-op students working in both the public and private sectors. If you have further questions regarding salary statistics, please contact your Coordinator.