



Association for Co-operative Education
and Work-Integrated Learning BC/Yukon

Best Practice Guidelines:
Responding to ACE-WIL Post an Opportunity Postings

Guideline	Employer Rationale	Institution Rationale
<p>Always respond to employers upon receiving a posting forwarded from the Post an Opportunity tool (“tool”).</p>	<p><u>Employers</u> that submit an opportunity through the tool receive an email from ACE-WIL that says institutions will be in contact with them. Employers will want to know the status of their posting and how they will receive applications.</p>	<p><u>Institutions</u> have an opportunity to reinforce a positive public image for their institution as well as ACE-WIL by responding promptly, even if it’s a brief courtesy reply.</p>
<p>Respond to the employer EVEN IF the posting does not fit the requirements for your institution’s WIL programming.</p>	<p><u>Employers</u> may not be educated about co-op or WIL program requirements and may be willing to adjust the current position or offer future positions that fit the requirements. In addition, the employer would like to know the status of their posting</p>	<p><u>Institutions</u> have an opportunity to educate the employer on the co-op or WIL program requirements and build a relationship with the employer.</p>
<p>Post opportunities that do not fit into WIL program requirements to your institution’s general job board or forward it to the appropriate people when possible.</p>	<p><u>Employers</u> expect to have their opportunity posted at the institutions selected through the tool.</p>	<p><u>Institutions</u> benefit by offering more opportunities to their students and by supporting other program areas.</p>
<p>For first-time employers, provide them with resources and educate them on the basics of your institution's co-op or WIL program (timeline, process, FAQ’s).</p>	<p><u>Employers</u> may not be aware of the specific institution’s WIL program requirements and may have questions about the process.</p>	<p><u>Institutions</u> have an opportunity to establish a long-lasting relationship with the employer and secure more WIL opportunities for their students.</p>