

# HIRING A CO-OP STUDENT

## HOW DOES THE PROCESS WORK?

When you hire co-op students, you are the employer and determine the category under which you hire students. Most often, students are hired on as short term contract employees, but it will depend on each employer as to how to do this and depends on if there is a union, etc. This ensures they are covered by your WorkSafe BC insurance, which is a necessity. Benefits are usually not provided and often vacation pay in lieu of time off is paid out, as per labour standards requirements.

## AVERAGE PAY RANGE

The industry average pay range is minimum wage to \$20 per hour or you can calculate it monthly or biweekly, per your payroll requirements. Some employers pay more and some pay less.

## WHEN ARE STUDENTS AVAILABLE?

- » Students are available to start their term in May, September, and January but hiring decisions and offers need to be made before the term begins.
- » Job postings are accepted all year round. We recommend posting your position with us at least 2-3 months prior to the start date. (ex. For a May start, jobs are posted in January through early April and offers finalized by end of April).
- » If your start date doesn't meet the timeline above, please contact us directly to discuss the situation in detail.

## HOW LONG IS A CO-OP WORK TERM AND WHAT IS THE COMMITMENT?

Co-op is an educational program available to students that must be completed before the end of their credential. Students must register in a co-op work term course before beginning to work with employers.

- » A co-op work term (or semester) has to meet a minimum requirement of 420 hours within 12-16 weeks.
- » Students are available for 4 or 8 month terms.
- » Students complete a minimum of 2 work terms in a 2-year designation or 3 work terms in a 4-year designation, as part of their co-op education requirements.
- » Work terms can be completed with different employers or students can complete an 8-month term (2 work terms) with the same employer.
- » Extensions to co-op jobs automatically equate to another co-op term, until the student has met the above requirements for their program.
- » Students generally alternate semesters of study and semesters of work, with the last semester being academic.



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## RECRUITMENT PROCESS

We coordinate the posting process, interviews, and student/employer job offer for you.

- » You send us the posting and we'll keep it open for 10-14 days to collect applications.
- » After the job closes, we send you a pdf with the applicants to shortlist.
- » You provide us the shortlisted candidates with possible dates and times for interviews, which we schedule and confirm for you when finalized.
- » If there is a suitable candidate, let us know who you would like to select and make an offer to.
- » We will extend the offer to the student and follow up with you within 24 hours.
- » You can now communicate with the student to determine start date and complete HR pieces.

## THE EDUCATIONAL COMPONENT

The Employer's Welcome handout describes the partnership role in guiding the student and the pieces the student must do to develop their skills while working for you. This is part of their course.

## CO-OP PROGRAMS

Co-op is currently offered in the following programs:

- » Accounting
- » Computer Aided Design and Drafting
- » Criminology
- » Entrepreneurial Leadership
- » Environmental Protection Technology
- » Human Resources Management
- » Information Technology
- » Marketing Management
- » Operations & Supply Chain Management
- » Public Relations (starting Fall 2021)

Find out more about KPU Co-op student skills and job examples at [kpu.ca/co-op/programs\\_employers](http://kpu.ca/co-op/programs_employers)

## CAREER DEVELOPMENT CENTRE

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