



# Co-op Hiring Guide



THE UNIVERSITY OF BRITISH COLUMBIA

Okanagan Co-op Education



# UBC Okanagan Co-op Program

During Co-op, students engage in enriched educational experiences through workplace learning in a diversity of organizations, bringing with them initiative, confidence, resilience and creativity.

Meet your human resource needs and recruit with confidence. UBC Okanagan's Interdisciplinary Co-op Program connects employers with skilled and driven students who develop skills that employers desire, and employers gain top, fresh talent.

The UBC Okanagan Interdisciplinary Co-op Program works to ensure both students and employers have positive workplace learning experiences. Employer partners report the best feature of Co-op is the quality of applicants. The UBC Okanagan Co-op is a competitive program, and all applicants are pre-screened and are provided training to prepare them for the workplace employment experience.

Our unique Co-op program is interdisciplinary - open to undergraduate students in Arts, Fine Arts, Human Kinetics, Management, Media Studies and Science. This also means our students bring energy, new ideas and innovation.

## Participating in the Co-op program also offers community partners the following benefits:

- **Flexible:** Hire for 4, 8 or 12 months at a time, and year-round, beginning January, May or September.
- **Creativity & Innovation:** Students are eager to offer their fresh perspective and inject new ideas to help you move projects along, and bring a creative approach your goals and objectives.
- **Top Talent:** Students are pre-screened and receive UBC Co-op job readiness support and learning prior to starting their first Co-op and during their work terms.
- **Hiring Incentives:** Grants can subsidize the cost of training and integrating students into positions. Experiences are paid at an appropriate salary to the industry and level of responsibility.

# Our Simple 3 Step Hiring Process

Our team looks forward to working with you to post your Co-op opportunity. All services and touchpoints provided by the Co-op Program Office are complimentary to all community partners. As UBC Okanagan Interdisciplinary Co-op Program is a competitive program for students, there is no obligation to hire a student should you not feel a suitable fit has been found.

**Follow our simple three-step process below to post your opportunity, and hire student talent for your organization:**

- 1. Post your job:** To post your opportunity, you can log in to our job board by [clicking here](#). Alternatively, you can send us your job description or use the job description template provided in this guide. We'll publish the posting for one to two weeks on our UBC Okanagan job board, where it will be accessible to all eligible Co-op students. Your posting should ideally go live 2 months prior to the start of the work term, in order to increase the pool of applicants.
- 2. Review applications:** We will send you the applications as a package after the closing deadline. You can arrange interviews directly with the candidates or alternatively contact us with:
  - Names of shortlisted candidates
  - Preferred interview dates and times
  - Interview location
  - Interviewer(s) name
  - Our team will then schedule your shortlisted students for interviews and confirm by email.
- 3. Hire a student:** Once interviewing is complete, notify the Co-op Program Office which applicant you would like to hire. We will inform the applicants of your decision.

## Key Dates:

Co-op students work year-round, and the UBC academic year provides the flexibility for you to hire for 4, 8, or 12 months at a time. Applications are accepted throughout the year, although we suggest adhering to the following timeline for posting whenever possible to ensure you access a larger range of qualified students.

Post job during	To hire for
January - April	May
May - August	September
September - December	January

# Writing an Inclusive Job Description

Writing a barrier-free job description includes a number of factors that should be considered to ensure your organization is speaking to a broad audience and receiving the most potential qualified applicants for that role.

Incorporating diversity and inclusion into the job description will not only expand your potential talent pool, but will also open the conversation and door to new perspectives, energy, and ideas within your organization. Below you will find our top 5 considerations and recommendations when crafting an inclusive, barrier-free job description to keep in mind:

## **Reduce the wish list and feature essential skills**

In highlighting your organization's commitment to inclusion, it's important to pare down that 'nice-to-haves' list and focus instead on requirements of the job. The longer the requirements list, the more potential applicants will self-select out of applying for that role; this includes highly qualified candidates of all genders, races, and backgrounds. Wish to keep some of those 'nice-to-haves' on the list? Try messaging these pieces with 'bonus points for', 'familiarity with X is a bonus'.

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## **Highlight your organization's commitment to diversity and inclusion in the workplace**

Often times, the job description is the student's first introduction to your company. Your brand messaging says a lot about your organization, and today's students are highly tuned into and resonate with diversity and inclusion issues. Dedicating a portion of the job description to highlight your organization's commitment to diversity and inclusion in your own words will set your organization apart.

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## **Simplify or remove unnecessary industry-specific jargon where possible**

According to a [study](#) by Business in the Community (BITC), jargon is one of the most significant barriers that keeps talented young people from applying to entry-level positions. Jargon not familiar to the student applying may leave them feeling intimidated, confused, and less confident to fulfill the job requirements, thus resulting in qualified applicants choosing to take their resume elsewhere. Keep it simple, and try to describe a role's responsibilities without utilizing jargon where possible.

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## **Use impartial, inclusive, and gender-neutral language**

Mindfulness of your use of unconscious bias and language throughout the job description can make a big impact in the number and quality of applications. For example, start by removing gendered words like 'he/she', 'guru' or 'ninja', or characteristics that may be associated with a specific gender. Keeping the language simple and straightforward can help portray a positive and inclusive working environment, and also ensure no candidate feels excluded from the role or organization.

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## **Consider emphasizing job-specific achievements**

Students take part in work-integrated learning to develop new skills through learning from industry professionals. If you can clearly set out job-specific goals and key learnings that a student will attain when they work with you in this role, you will assist the student in gaining a clear understanding of what they will take away from their Co-op experience with your organization. By providing this transparency, you are creating an open-door opportunity to applicants and an inclusive space where learning and achieving are celebrated.

# Job Description Template

Organization Name	
Organization Website	
Co-op Job Title	
Start Date	Co-op work terms can start in January, May, or September of any given year, for a period of ~4, 8 or 12 months. Please specify: Month, year
End Date	Co-op work terms can start in January, May, or September of any given year, for a period of 4, 8 or 12 months. Please specify: Month, year
Number of hours per week	(Minimum required is 30)
Organization Overview	A brief introduction to the organization and its mission/values.
Job Summary	Short description of the primary purpose or scope of the job, project, etc.
Major Responsibilities	Provide brief statements of each of the duties and/or responsibilities of the job.
Student Learning Opportunities	Please briefly describe how this role will contribute to the candidate's professional growth and help your organization achieve its goals.

Qualifications & Skills	Please include technical qualifications (e.g. credentials, proficiency with software, etc.) and behavioral qualifications required by the job (e.g. negotiations skills, etc.)
Education / Experience	Identify the minimum education and experience level required for the job. The Interdisciplinary Co-op Program has students in the following disciplines: Bachelor of Arts, Fine Arts, Human Kinetics/Health and Exercise Sciences, Management, Media Studies or Science.
Position subject to funding approval	<input type="checkbox"/> Yes <input type="checkbox"/> No
Canadian citizen or Permanent resident required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work Environment	<input type="checkbox"/> Remote <input type="checkbox"/> Hybrid <input type="checkbox"/> In-person
Work Location / Conditions	Please confirm the location (City, Province) and / or work conditions.
Supervisor Information	Confirm name and email address for supervisor, if known.
Wage	In the interest of pay transparency and given the BC Government's recent <a href="#">Pay Transparency Act</a> . We are seeking Co-op jobs to include expected pay. If you are unsure of the applicable wage for the position for which you are hiring, the Co-op Program Office can assist in providing general industry standard ranges.
Requested Documents	Please specify if Cover Letter, Resume, Unofficial Transcript are required
Posting Date	Date
Closing Date / Application Deadline	Date
Application Receipt	<input type="checkbox"/> Receive applications from Co-op job board <input type="checkbox"/> Have applications submitted to specific career's website or job posting link
Contact/Email or Hyperlink for Applications	Please either provide a contact name & email address or career's website / external job posting hyperlink for where student applications should be sent.

# Posting on the UBC Okanagan Co-op Job Board

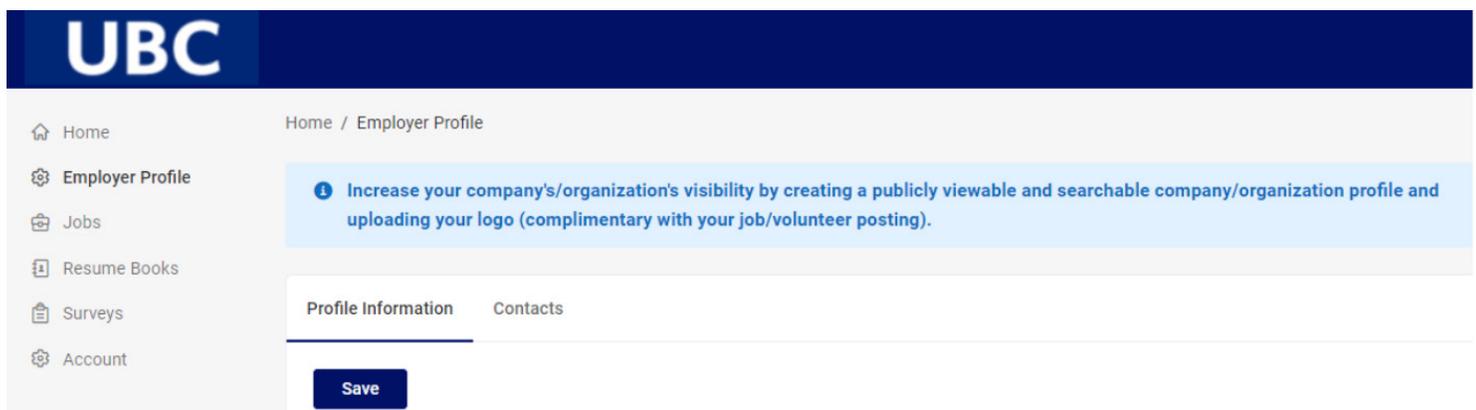
Creating an employer profile through the UBC Okanagan Job Board will allow you to post roles with your organization as they arise, review progress and applications as they come in, and renew or repost at any time. Once you're ready to move onto the interview stage, you are welcome to manage that process on your own, or you may simply inform our team of your shortlisted candidates and we are happy to set up interviews for you.

## 1. Register for an account

[Register for an account](#) if you do not have one. Your new account will be approved within 24 hours.

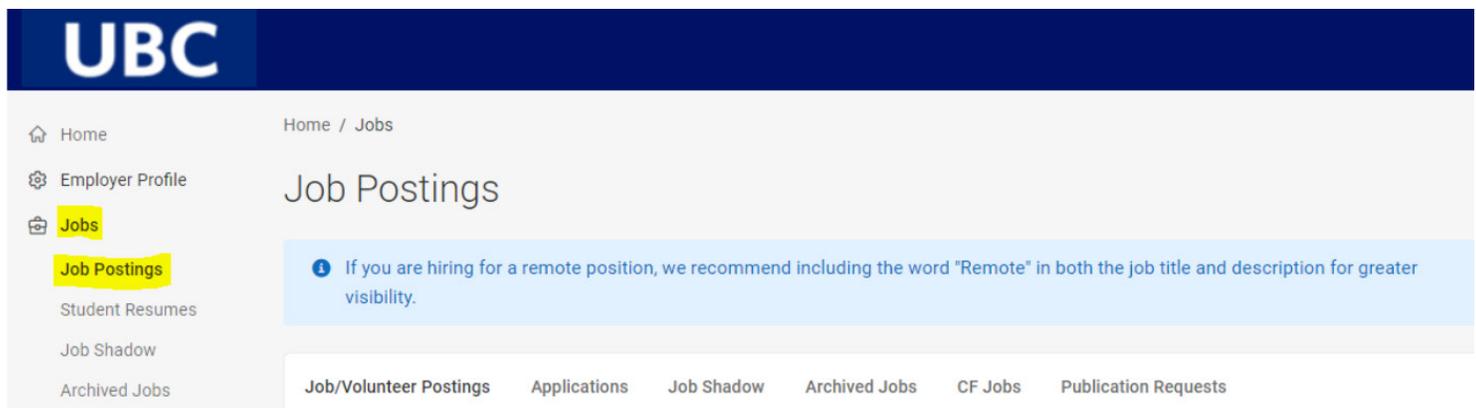
## 2. Employer profile set-up

Create your employer profile by navigating to the 'Employer Profile' section on the left hand side of your screen:



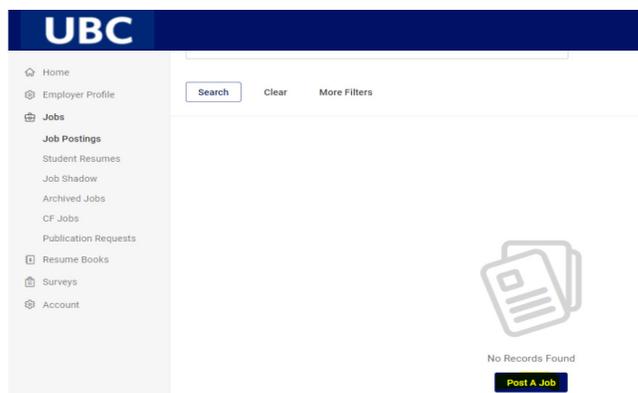
## 3. Post your job

Navigate to the 'Jobs' section on the left-hand side of your screen. In the drop-down menu select 'Job Postings':



### 3. Post your job cont'd

Navigate to the 'Jobs' section on the left-hand side of your screen. In the drop-down menu select 'Job Postings':



#### REQUIRED:

Follow the prompts throughout to create your job posting. When naming the role, make sure to include 'Co-op' at the front of the job title; for example: '**Co-op** Marketing Coordinator'.

Under 'Position Type', select '**UBC Okanagan Co-op**', and under 'UBC Okanagan Co-op', select '**Yes**' (see below).

These important steps will make sure your posting only receives applications from Co-op students that are registered within the UBC Okanagan Interdisciplinary Co-op Program.

**Position Type \***  
Please choose one per posting.

- Arts Career Apprenticeship Program
- Full Time
- Part Time
- Volunteer
- UBC Okanagan Co-Op
- UBCO Work Study
- Internship

**UBC Okanagan Co-op \***  
Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria of "co-op"

Yes  No

Follow the prompts, and select '**Yes**' to automatically receive an application packet once your job posting has closed.

**Automatic Application Packet Generation**    Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

Yes  No

### 4. Submit the posting

Submit the posting once you have concluded the form. If you have any questions while you are completing the form, please do not hesitate to reach out to our team.

Once your posting has been approved (typically within 1-2 business days), you will receive a confirmation email from the UBC Okanagan Co-op Program Office.

Your posting will remain online for a maximum of 90 days, or until the expiration date that you have manually set (we recommend 10-14 days). You can re-post the job or extend the closing deadline if you wish.

# Interviewing, Screening & Selecting Co-op Candidates

Once the posting closes, if you have opted to receive an application package, we will send one to your for your review.

You can arrange interviews directly with the candidates or alternatively contact us with:

- Names of shortlisted candidates:
- Preferred interview dates and times:
- Length of interview:
- Interview method (phone, skype, in person):
- Interview location:
- Interviewer(s) name(s):

Our team will then schedule your shortlisted students for interviews and confirm by email.

Finding the most suitable talent for your organization is key when screening and selecting a candidate. Here are a few key considerations to support your screening and selection process:

## Identify and remove barriers during the interview process

Being conscious of barriers for students, and addressing them upfront brings a sense of comfort and safety to the interview setting. Consider how you can be proactive in eliminating barriers to your interview process, and how you might offer accommodations to meet the needs of your candidates. For example, for virtual interviews, consider that not all students have access to reliable internet - allowing candidates the choice of a phone interview or in-person interview can help to reduce these barriers. Similarly, in-person interviews may pose a challenge if students live in another city, who may appreciate the choice to interview remotely. A student may have a disability and require an accommodation for an in-person interview, or may be an international student who may have different cultural norms that you need to consider. Offering accommodations up front is a supportive measure to open up this conversation to ensure that your candidates are given the opportunity to interview in a setting where they can excel.

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## Reduce bias during the screening and interview process

During the recruitment process it can be easy to settle on the applicant that you feel the most comfortable with, based on your own personal unconscious bias. Creating an interview process that is structured to remove these biases, and that is accessible to all, is key to ensuring you get the best candidate for the job. Focus on questions related to job duties, utilize situational interview questions, and ask for examples and details to understand the student's skillset.



### **Identify and be mindful of cross-cultural communication styles**

It's important to remember that appropriate body language differs across a variety of factors: culture, ethnicity, gender, race, age, class, and social status. Just because the interviewee doesn't exhibit traditional "Canadian" mannerisms or body language such as personal space or eye contact doesn't mean they aren't being respectful or that these actions should be taken in a negative light. Recognizing these differences can assist in creating a more inclusive work-place culture overall within your organization. In addition, ensuring communication is clear, simple, and concise, and being willing to explain or clarify any technical terminology will serve as a benefit to all interviewees.

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### **Be conscious that students come with diverse backgrounds and experience**

Throughout the student hiring experience you will be met with a diverse group of candidates that can bring a wide variety of experiences to your organization, and it's important to apply those experiences and capitalize on the student's strengths to work towards the shared learning goals during your time together. An international student may be bilingual, a skill that you can utilize to promote cross-cultural communication within your organization. A student may have a background in a different industry, but with a skillset or perspective that is unique in a way that gives your organization an edge. Think about different ways to showcase a student's unique talents, transferrable skills and abilities in a way that enables growth and learning on both sides.

# Extending the Offer

Congratulations, you've selected a candidate! Below you will find a sample job offer letter to assist you in extending the offer to your chosen candidate. You may want to customize this document as you see fit to best reflect your organizational culture and the role for which you are hiring. You may extend this offer to the student directly, or simply notify our team of your selected candidate and we will notify them of your offer.

## Sample Job Offer

Please insert company logo or letterhead

[Company Name]  
 [Company Address]  
 [City, Province, Postal Code]  
 [Phone]  
 [Website]

[Date]  
 [Student Name]  
 [Student email address]

Subject: Co-op Offer of Employment

Dear [student],

[Company Name] is pleased to extend this Temporary Offer of Co-op Employment to you for the [winter, summer, fall] term working with [department/job title/type of work] in [city]. You will report directly to [Name and title of supervisor]. The terms and conditions of your employment are stated below.

Base Salary	Your salary will be [\$XX] per hour and will be paid semi-monthly, based on [XX] hours per week.
Contract Term:	Your start date will be [Month day, year], and your contract will end on [Month day, year].
Statutory Holidays:	You will qualify for pay for any statutory holidays that may fall during your employment term in accordance with the employment Standards Act.
Annual Vacation:	Vacation is earned at [1.25] days per month worked.
Conflict of Interest & Confidentiality:	You agree not to enter into any activities that may result in a conflict of interest with [Company Name] and its policies. You will be required to sign a Non-Disclosure Agreement on your first day of employment.  All inventions and/or discoveries made by you during your employment at [Company Name] will remain the property of [Company Name].

[Company Name] reserves the right to unilaterally change, modify, and/or amend its Policies and should not be construed as an obligation on [Company Name] part.

Please indicate your acceptance of this offer of temporary employment by signing and returning it to me at [company contact email address] no later than [date].

We are pleased to have you join us and hope you will find your work with [Company Name] both interesting and rewarding.

Yours truly,

**Signature**

I have read and understood this document and I accept the terms and conditions of this Offer of Employment.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date



# Contact the Co-op Office

University of British Columbia  
Okanagan Campus

EME4145 - 1137 Alumni Ave  
Kelowna, BC Canada  
V1V 1V7

Tel 250 807 9623  
Email: [coop.ok@ubc.ca](mailto:coop.ok@ubc.ca)



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