

# Co-op Employer Guide

## What is Co-op Education?

A collaboration between students, employers and post-secondary institutions providing students with short-term employment in a field related to their studies.

## What qualifies as a Co-op job?

A paid, full-time position consisting of approximately 12 weeks or 420 hours that takes place during an academic semester (May-Aug/Sept-Dec/Jan-Apr). The position engages the employee in productive work and learning opportunities relevant to their program of study.

## What are the benefits of hiring a co-op student?

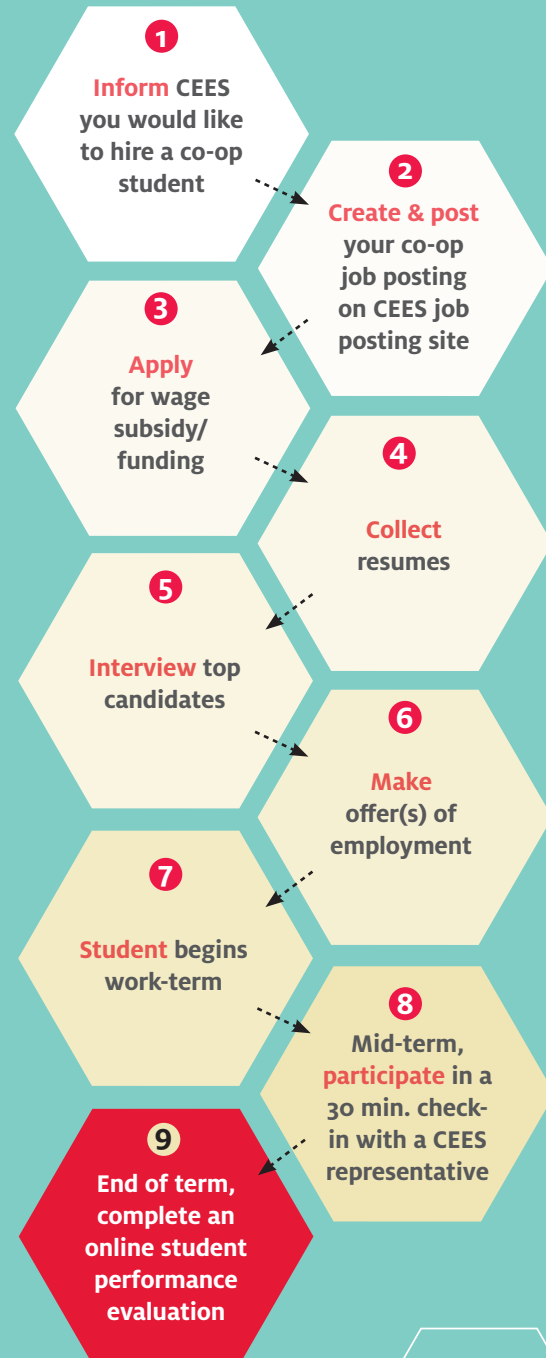
- Access to a year-round supply of highly motivated and capable students from many disciplines to perform specific tasks/projects.
- Test out Co-op Education hires as possible future employees.
- Take advantage of wage subsidies to cover a large portion of the employee's wage and/or training costs. See [co-op.bc.ca/employers/funding-resources/](http://co-op.bc.ca/employers/funding-resources/)
- Receive optional support from the CEES team including:
  - job posting
  - recruitment
  - collecting resumes
  - arranging & accommodating interviews
  - notifying successful & unsuccessful applicants
  - student-employer relations.

## Where can I get more Information?

The Selkirk College Co-op Education & Employment Services (CEES) website [selkirk.ca/cees](http://selkirk.ca/cees) or contact Jessica Adrain directly at [jadrain@selkirk.ca](mailto:jadrain@selkirk.ca)

## Process Map of the Co-op Experience

The process of hiring a co-op student may vary with each employer, position and student. Here is an example:



**CEES = the Co-op Education & Employment Services department of Selkirk College.**

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## When should I start the process of hiring a co-op student?

It's never too early to start the process and we recommend at least three to four months before the start date. Some wage subsidy programs, such as Columbia Basin Trust, start receiving applications as early as three months before the beginning of the work term. As well, students who are keen to get a co-op position, often start their job search at the beginning of the previous semester. Having said that, CEES is here to support you at any point and will help you fill your co-op position up until the start of the work-term.

## Where can I post a job?

Any job, whether co-op or non, can be posted for free at <https://studentjobs.selkirk.ca/home.htm>

## Where can I find funding for student wages?

<https://co-op.bc.ca/employers/funding-resources/>

## What programs at Selkirk College are co-op eligible?

- Geographic Information Systems
- Integrated Environmental Planning Technology
- Forestry Technology
- Recreational Fish and Wildlife
- Business Administration – Accounting/Finance
- Business Administration – Professional Management
- Engineering (Applied Science)
- University Arts & Sciences
- Digital Arts
- Digital Fabrication & Design

This list continues to grow. Check with CEES if you are looking to hire a student from another area of study