

# Hiring UVic Science co-op students



Tracy (biology) worked as a stewardship intern with Okanagan Similkameen Stewardship in Penticton, BC.

## ABOUT UVIC CO-OP

- University of Victoria is home to 22,000 students
- One of Canada's largest co-op programs
- Largest graduate co-op program in Canada
- 375+ science co-op placements each year
- Optional co-op for undergraduate and graduate students
- Students relocate for work terms across Canada and around the world
- Flexible posting and hiring process

## HIRING OVERVIEW

- Work terms begin in January, May and September
- Work terms are full-time and typically four months long
- Students are also available for 8, 12 or 16 months depending on students' academic schedules
- Funding opportunities are available ([uvic.ca/employers/funding](http://uvic.ca/employers/funding))

## SCIENCE CO-OP PROGRAMS

- Astronomy
- Biochemistry
- Biology
- Chemistry
- Climate Science
- Earth and Ocean Sciences
- Mathematics
- Microbiology
- Physics
- Statistics

# HIRING SCHEDULE

ACTION	HIRING FOR FALL TERM (SEPT-DEC)	HIRING FOR SPRING TERM (JAN-APR)	HIRING FOR SUMMER TERM (MAY-AUG)
Send in your job description	May 1 – Aug 31	Sept 1 – Dec 31	Jan 1 – Apr 30
Review job applications	After job posting closes (typically posted for two weeks)		
Interview candidates	At your earliest convenience		
Inform co-op office of selected candidate	Once you've chosen the successful candidate		
Receive confirmation from co-op office	Within one business day of co-op office extending the job offer		

## DURING THE WORK TERM

- Company assigns a supervisor
- Co-op coordinator conducts a work site visit
- Student completes competency assessments with input from supervisor
- Student writes a work term report

Andrew (biochemistry) worked as a biochemistry and molecular biology researcher for the Yates Lab at the University of Calgary in Alberta.



## HOW TO HIRE A STUDENT

Our hiring services are free and flexible, and our office is available to help at every step.

- 1 SEND YOUR JOB DESCRIPTION**  
 Send your job description to [employer@uvic.ca](mailto:employer@uvic.ca) (or contact us to help you write it). Students can apply through our online system ([learninginmotion.uvic.ca](http://learninginmotion.uvic.ca)), on your website or by email. You can choose to target your job to students from multiple program areas.
- 2 SHORTLIST APPLICANTS**  
 Once your posting has closed, you'll receive students' applications, review them and choose a shortlist of candidates to interview.

- 3 INTERVIEW STUDENTS**  
 We can coordinate scheduling your interviews—just send us your shortlist of candidates with your preferred interview times and method. You're also welcome to arrange your own interviews—please just keep us informed.
- 4 MAKE A JOB OFFER**  
 When you've chosen a candidate, we'll extend the job offer on your behalf and confirm the student's response. Once the offer is accepted, you'll send the student a formal letter of offer, including start and end dates, salary and any other details.

### OTHER WAYS TO CONNECT

We welcome employers to attend career fairs and host information sessions on campus! [employer@uvic.ca](mailto:employer@uvic.ca) | 250-721-7713