



Hiring Co-op Students from the University of Guelph

UNIVERSITY
of GUELPH

EXPERIENTIAL
LEARNING HUB
CO-OPERATIVE EDUCATION





University of Guelph Co-operative Education

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Experiential Learning Hub | Co-operative Education
University of Guelph

Overview of ExperienceGuelph.ca

- University of Guelph's recruitment portal – Experience Guelph
- U of G students & alumni can access postings
- Two sides to Experience Guelph for Employers to post:
 - **Co-op** – for co-op jobs in current recruitment cycle
 - **Career** – for all other types of jobs
 - Part-time/Contract
 - Full-time
 - Soon to be or recent Grads
 - Masters and PhD students



Summary of Co-op and Career Hiring

| | Co-op | New Grad |
|----------------------|---|----------------------|
| Availability | 4-, 8- or 12- month work term | Full-Time / Contract |
| Start Dates | Jan / May / Sept | May / Sept |
| Hiring Cycle | Begins 4 months prior to start date | September to April |
| Schooling Completed | 2-4 years | 4+ years |
| Job Postings | Co-op Job Board | Careers Job Board |
| Application Method | Collected via Experience Guelph OR Employer Email/Website | |
| Interview Scheduling | Employment Services Team OR Employer | |
| Offers | Employment Services Team | Employer |

Hiring Strategies & Timelines

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Specific to Co-op Recruitment



Co-op Overview

- Co-op is offered in **over 50 programs**, including Business, Computing, Science, Engineering & the Arts
 - 4,000+ co-op students
- Each student will complete 3-5 co-ops (program specific)
 - **Paid, full-time work:** Minimum 420 total hours/ 4 months
- **Availability:** Students are available year-round for 4-, 8- or 12-month work-terms (program specific)

Co-op Timelines

- **Recruitment Cycle & Start Dates:**

| Work Term | SUMMER (May-August) | FALL (September-December) | WINTER (January-April) |
|--------------|---------------------|---------------------------|------------------------|
| Hiring Cycle | January to April | May to August | September to December |

- **Interviews/Offers:** Begin third week of first month of process

Summer 2022 Work Term (May to August 2022)

- January 4 First Day for Students to View Co-op Jobs
- January 17 First Job Application Deadline
- January 21 Interviews Begin
- January 25 Offers Begin

Hiring Strategies

- **Broad Posting** – when we receive a co-op opportunity from an employer, our team of Co-op Coordinators “target” the posting to students from relevant programs
 - Variety of applications from students with the right skillset for your role
- **Job Descriptions** – Include as much job details as possible (i.e., rate of pay, working location/remote, job duties etc.)
 - We can also work with you to help ensure your posting is competitive/appealing to co-op students
- **Hiring Junior vs. Senior Students**
 - Junior Students – possibility to re-hire for future co-op terms
 - Senior Students – closer to graduation date, can assist with mentoring junior students



Benefits of Hiring a ‘Gryphon’

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Why Should you Hire a Co-op Student?

- Facilitates knowledge transfer between Industry and Academia
- Age-diverse teams increases performance
- Provide opportunity for your staff to gain supervisory and leadership skills
- Human Resources for short-term projects
- Succession planning; higher rates of FT conversion
- Build your '**Brand**' on campus



Why Should you Hire a U of G Student?

- **Employment Services Team** available to assist employers with job postings, interview scheduling and offers
- **Quality** in our co-op programs by encouraging the development of learning goals, conducting work term visits and facilitating the work term performance evaluation process
- The University of Guelph's Co-operative Education Program is accredited by Co-operative Education and Work-Integrated Learning Canada (CEWIL)

Co-op Financial Hiring Incentives

- **Ontario Co-operative Education Tax Credit**
 - Employers can receive 25% (30% for small businesses) of expenditures back-up to a maximum of \$3,000 for each placement.
- **Student Work Placement Program (SWPP)**
 - Up to 75% in wage subsidies (to a maximum of \$7,500) per co-op student you hire
 - SWPP funding has also become temporarily more flexible during the pandemic
- A full list of hiring incentives can be found on our website:
<https://www.recruitguelph.ca/cecs/employers-institutions/hiring-incentives>

Addressing the Challenges

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Solutions for Supervisors

- **Not enough time to supervise students**
 - Assign mentor, team lead, senior co-op student
- **Not enough work to give**
 - 'share' with other teams; assign special projects
- **Too much time dedicated to employment process**
 - Hire long (8 or 12 –month) work terms
 - Streamlined and client service focused employment process with our Employment Services Team



Solutions for Supervisors Continued

- **Training New Staff**
 - Overlap current co-op to train a new co-op student
 - Have your co-op student develop training materials for the next hire
- **Dealing with Performance Issues**
 - Co-op Coordinator support
 - Site visit check-in



What to Expect When you Hire a Co-op Student



Snapshot of the Co-op Work Term

- **On-boarding**
 - Office space, computer access, phone (if applicable)
 - Company Orientation; team specific training, or job shadowing
- **Mid-point Co-op Site Visit**
 - Informal check-in re: performance to date
 - Virtual or in-person
 - 20 - 30 min. meeting with Supervisor
 - 30 min. meeting with Student

Snapshot of the Co-op Work Term Continued

- **Work Performance Review**
 - Formal online evaluation
 - Emailed first week of final month
 - Performance grade recorded on transcript
- **Student Work Term Report**
 - Part of their academic requirement
 - Directly related to the work they complete during their co-op
 - Report, or reflective paper

Informational Reference Links:

- **Co-op Program Employer Information Sheets:**
<https://www.recruitguelph.ca/cecs/employers-institutions/co-op-guelph/co-op-programs>
- **Co-op Hiring Incentives:**
<https://www.recruitguelph.ca/cecs/employers-institutions/hiring-incentives/hiring-co-op-students>
- **Co-operative Education Salary Guide:**
<https://www.recruitguelph.ca/cecs/employers-institutions/co-op-guelph/salary-ranges>
- **Employer Responsibilities:**
<https://www.recruitguelph.ca/cecs/employers-institutions/co-op-guelph/employer-responsibilities>



Contact Us:

Post a Job:

<https://www.recruitguelph.ca/cecs/employers-institutions/post-jobs>

Employment Services Team:

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Questions?

