
The Journey



Your timeline as an employer and a co-educator will involve the following:

1. Pre-employment

- Develop accurate and informative job descriptions which reflect the duties and responsibilities of the job to be performed.

2. Setting Learning Objectives and Orientation

- Establish clear learning objectives with the student and provide an orientation to properly acquaint the student to their new location, organization, duties and learning opportunities.
- Provide meaningful opportunities, where the student is engaged in productive learning and work.
- Assume the same responsibilities as those associated with hiring any short term contact employee, including training and fair remuneration for the work performed.

3. Site Visit

- The co-op coordinator or the student will contact you to arrange an on-site visit, this will be an opportunity to discuss student responsibilities and performance-to-date as well as discuss progress and review feedback for the remainder of the term.

For locations outside of the Lower Mainland, a phone meeting or video conference will likely take place.

4. Work Term Report

- Students will submit a work term report at the end of the term. For this, your feedback is important and we encourage you to arrange an exit interview to review the student's performance and discuss plans for subsequent work term employment, if any.

5. Evaluation of Performance

- Please complete the "Employer's Evaluation of the Student's Performance" on "the Bridge".

Other Information



Evaluation and Employer Feedback

We will establish formal feedback tools and methods at the beginning of the term in conversation with both you and our students. This is necessary to ensure that the learning needs and expectations of students and you as the employer are considered and acted upon. Ultimately, a successful work term experience complements the curriculum content of the program in which the student is enrolled in.

Formal feedback can take a variety of forms and may include:

- Ongoing conversations between you and the co-op coordinator in the evaluation process regarding student performance and concerns.
- Forms that you can use to the supervision and evaluation of the student's learning outcomes.
- On-site visits once per term.
- Work term reports prepared by the students regarding their work experience, which are subsequently evaluated and graded. Students are encouraged to discuss this report with you and get your feedback.

Note: Please make students aware of company policies regarding confidentiality and compliance requirements. Since your authorization may be required for the release of information by a student, you are asked to sign-off or refuse the release of confidential information as deemed appropriate. Please [contact the co-op coordinator](#) if you have any concerns.

Salary and Benefits

Co-op work terms are paid work experiences and you will be responsible for the student's salary, which should be based on the student's skills, your resources and industry standards. If you need to know what a fair wage would be for your industry, please contact our office for advice. You will also be responsible for providing benefits in accordance with the terms of the Employment Standards Act and any collective agreements in place.

Workplace Challenges and Layoffs

We encourage you to communicate any feedback, negative or positive with the co-op coordinator as soon as possible and they can help facilitate a resolution.

Strikes

In the event that you foresee a strike, we request that you inform the co-op coordinator as soon as possible.