

■ ■ Tips for Posting Co-Op Jobs

Thank you for your interest in potentially hiring one of our KPU Co-op students! Your support of our students is crucial! As you are already registered in Career Connection, the next step is posting your job. As you are drafting your job posting, consider the following:

- **Job title:**
 - Keep the job title succinct and realistic- it should accurately be in line with what the job entails over sounding impressive or important.
- **Job description** (*responsibilities, tasks, required qualification, eligibility*):
 - Be clear with outlining your job duties and expectations. The more upfront you are about what will be expected of hires, the more likely the students that apply will be prepared for what the position entails.
 - Consider including some information about your organization, its purpose, its history, and more. Students like to know the ins and outs of who they could potentially working for.
 - Clearly define what your “needs” and “wants” are in terms of qualifications and skills and take time to consider if the “needs” you’ve defined are accurate. If a student can be trained into a “need” on the job, turning it into a “want” could result in a more diverse applicant pool.
 - Be as specific as you can regarding what the schedule/hours of work will look like for hires. The expectation is that a co-op job will be full-time, but everyone’s idea of a full-time schedule will be different.
 - Be clear about what the COVID protocols are within your office/worksite. Although certain COVID regulations have been dropped for businesses, workers’ safety and peace of mind is important and students will want to know what kind of environment they will be joining.
- **Job type:**
 - Co-op jobs can be in-person, virtual, or hybrid positions. Hybrid positions are highly attractive to students, especially to those who commute from further away. A study done on commuting showed that any commute over 30-45 minutes can heavily affect employees in a negative way. If you do decide to post a hybrid position, consider noting in the posting how many days working in-person vs. how many days working from home the position would include per week.
- **Length of the contract:**
 - Co-op jobs can be 4 months, 8 months, or 12 months in length. 4-month terms can be extended to 8- or 12-month jobs if both the student hire and the employer agree to it. If an extension might be possible down the line, note that in your job description so that students looking for a longer work period will see it.

- **Location of work:**
 - Specify which geographical location the position would be predominately based, especially if your business has multiple offices. Many students rely on public transport to get to workplaces, so knowledge of what their destination will be is helpful.
- **Number of positions available:**
 - Specify the number of positions available and any differences in duties or locations between each position.
- **Contact information for the position:**
 - Try to include as much contact information as possible for the person who will be doing the screening/interviewing. Students prefer to apply to listings that are more personal.
- **Required documents for application** (*select all that apply*):
 - KPU's system always sets "resume" and "cover letter" as default.
 - If you want to request a transcript, make sure to check that box and include in the application instructions section what kind of transcript you are looking for. There are a few types of documents that students could offer as a transcript.
- **Application deadline:**
 - We recommend posting a job for at least a two-week window; co-op jobs are posted for approximately 10-14 days unless specified otherwise.
 - If you have issues finding the right candidate, don't worry! The Co-op team can repost a position again for another few weeks if need be.
- **Application instructions (if any):**
 - Be as clear as possible with your application instructions. If you want a student to apply to an external site other than Career Connection, make sure that you are straightforward about where they should be looking to apply (provide a link, site name, etc).
- **Benefits and perks:**
 - We highly recommend sharing with students any detail that would make them even more interested in your job opportunity. Examples would be office accessibility, flexible schedule, benefits, snack bar, positive/inclusive corporate culture, casual office dress code, special programs, training programs, etc.
- **Resume delivery method** (*select one*):
 - "Applications sent by email in a packet after the deadline" is the default setting for all co-op jobs.
 - If you select "Applications sent by email individually as students apply" and the email address you want to receive the applications at is different from the email address of

the main contact, state the correct email clearly in the application instructions section.

- **Additional tips:**

- It is not mandatory to include a rate of pay in a co-op job posting, but, if you are prepared to offer a competitive wage, it could set your listing apart.
- The expectation for co-op positions is that they will allow the student to utilize the skills that they are learning in the classroom while gaining valuable work experience and learning about their industry of study. Having a clearly-defined, diverse set of projects and tasks that make up the position will provide the student hire with an exceptionally valuable experience working for your company.