

CO-OP STUDENT PROCESS CHECKLIST

IMPORTANT COVID-19 UPDATE - Please ensure that you have contacted your area's [Human Resources Business Partner](#) in reference to BCGEU Letter of Understanding #1 prior to initiating the job posting process with the Co-op office.

NEW HIRE:

- Review Policy HR14:
<https://www.kpu.ca/sites/default/files/Policies/HR14%20Employment%20Students%20Policy.pdf>
 - Review BCGEU Letter of Understanding #1:
<https://www.kpu.ca/sites/default/files/Human%20Resources/Support%20Staff%20Employees.pdf>
 - Confirm that there is an approved Co-op Student job description in place.
- OR
- Draft a Co-op Student job description
 - Contact the Co-op office to post the position
 - Conduct interviews and reference checks.
 - Offer the position to the successful applicant, ensuring the working conditions reflect Policy HR14 and Letter of Understanding requirements (minimum wage, maximum 15 hours per week etc.)
 - Complete employment contract and ensure it is signed by the Co-op Student.
 - **ENSURE THE Co-op student COMPLETES THE FOLLOWING:**
 - [TD 1 forms](#)
 - [Direct deposit form](#)
 - Provides copy of Social Insurance Card (and work permit/study permit if applicable)
 - [Data gathering form](#)
 - **SEND THE FOLLOWING TO HUMAN RESOURCE SERVICES DEPARTMENT:**
 - Completed employment contract
 - TD 1 forms
 - Direct deposit form
 - Copy of social insurance card
 - Copy of Study Permit authorizing the student to work on campus (only if hiring an international student)

TO RE-HIRE A CO-OP STUDENT:

- Send completed employment contract to Human Resource Services

PROVIDE ORIENTATION TO STUDENT

- Review Job description.
- [Review Timesheet submission dates.](#)
- [Employment Standard Act](#)
- Advise that name tag must be worn.