

CO-OP STUDENT PROCESS CHECKLIST

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

FOR NEW HIRES:

- Familiarize yourself with [HR14 Employment/Students Policy](#).
- Review [BCGEU Letter of Understanding #1](#).
- Get in touch with your Human Resources Business Partner (HRBP) to ensure an approved Co-op Student job description and position number exists. If not, create one and seek Union approval through your HRBP.
- Contact the Co-op office (co-op@kpu.ca) to post the position on Career Connection.
- Review job applications (sent to you via Career Connection), conduct interviews, and perform reference checks.
- Offer the position to the selected candidate, aligning working conditions with Policy HR14 and Letter of Understanding requirements (pay rate, standard 35-hour week, etc.). The Co-op office can help with extending the offer or you can do it directly.
- Inform the Co-op office about the accepted offer and send a copy of the completed employment contract to co-op@kpu.ca. The Co-op office will help the student register for their work term course.
- **Ensure the Co-op student completes these forms. Then, send them to Human Resources.**
 - [Employment contract](#)
 - [TD 1 forms](#)
 - [Direct deposit form](#)
 - Copy of Social Insurance Card (and relevant work/study permit)
 - [Data gathering form](#)

FOR REHIRING CO-OP STUDENTS:

- Notify the Co-op office and send the completed employment contract. Also, send the employment contract to Human Resources.

NEXT STEPS:

- Provide an orientation to the student:
 - Review job description.
 - Review [timesheet submission dates](#).
 - [Employment Standards Act](#).
 - Advise that name tag must be worn.