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 HIRING MANAGERS:

- 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 and background checks via Triton Canada Ltd. Review the Background Check Guidelines to ensure you are conducting the required 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 HRAuxil@kpu.ca.**
  - Employment contract
  - TD 1 forms
  - Data Gathering form
  - KPU Code of Conduct
  - Work/Study Permit (if applicable)
  - Copy of Social Insurance Number document (only if student is on a work/study permit)

FOR REHIRING CO-OP STUDENTS:

- Notify the Co-op office and send the completed employment contract. Also, send the employment contract to HRAuxil@kpu.ca.

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.