HIRING A CO-OP/IIP STUDENT
TIPS FOR EMPLOYERS

1. POSTING A POSITION
☐ Ideally 2-3 months prior to the start date, employers are asked to create a detailed job description/posting and post the opportunity on CareerConnect (www.uofmcareerservices.ca). Please note that you will need to create a personal business account to access this site. We offer a flexible posting schedule and last-minute postings can be accommodated.

☐ If you also post this position on other job posting sites external to the U of M, you will have to ask students to indicate their status as a Co-op/IIP student in order to take advantage of the hiring incentives available to you through this program.

☐ Applications can be sent to you directly via email, your website or held in our CareerConnect portal for you to review electronically. You can indicate your desired option in the job posting template.

☐ Work terms can be 4, 8, 12, or 16-months within the academic terms of Fall, Winter, and Summer.

2. INTERVIEW PROCESS AND OFFER OF EMPLOYMENT
☐ Co-op/IIP students can be selected from your application pool and contacted directly to arrange interviews.

☐ If required, interview rooms are available in our faculty. If you require one, please contact us to request a room booking.

☐ When you have selected a student for the position, please send them a formal offer of employment for their records. They require this for their Co-op/IIP files. Once the student has accepted your offer, you can inform the Co-op/IIP office of your successful hire. We will update our files and ensure you get the appropriate letters for claiming the tax credits.

☐ The average wage of our Co-op/IIP student is $19.50/hour, with a range of $17-$25+/hour, depending on the job, skills required and length of the term. Students pay a work term course fee for the Co-op/IIP program that provides them with professional support through the Co-op/IIP process and course. This includes the completion of their work term report that is assessed by a P.Eng. to receive credit within their engineering program. The course fees are approximately $400.00 for every 4-month term, excluding university fees. Some employers choose to pay these course fees as part of the student’s remuneration package.

3. ONBOARDING YOUR NEW HIRE
☐ Our Co-op/IIP students are thrilled to be able to work with you and use this opportunity to contribute their skills and learn from you. Please review the Role of Supervisors – Making Meaningful Connections that can provide some additional tips on how to support your new student.

☐ We are your support during this whole process – from start to finish. Please contact us with questions, concerns, or feedback. We are here for you too and happy to assist.

Co-op/IIP Office, Faculty of Engineering, University of Manitoba
SP-347, Stanley Pauley Engineering Building, 97 Dafoe Road, Winnipeg, MB, R3T 5V6, Ph. 204 474 6586