ACE WIL
Association for Co-operative Education and Work-Integrated Learning BC/Yukon

Information for Employers
Key Tips to Hire Post-Secondary Students in BC

Thinking about hiring a student? Students can bring fresh skills to your organization, increase capacity, and help renew your business! But if maneuvering the post-secondary system feels daunting… good news! The Association for Co-operative Education & Work-Integrated Learning BC/Yukon (ACE-WIL) has resources to support you along the way.

From February 2021 until December 23, 2022, ACE-WIL's Talent MATCH and Talent 4 Non-Profits programs are developing resources specifically **targeted to support museums, arts, tourism, culture, hospitality (MATCH), and non-profit organizations.**

Free one-on-one support is available to help with all aspects of bringing on student talent! Contact TalentMATCH@acewilbc.ca to set up a free advising session. If you have questions or require support from January 2023 onwards, reach out to info@acewilbc.ca.

Resources & Webinars
ACE-WIL has an array of downloadable documents and recordings, including:
- Funding sources and webinars with program officers
- Recruitment Guides listing industry- and job-relevant programs
- Tips on being a mentor and mentee
- EDI and Indigenous resource hubs
- Recruitment and interview tips
- A job posting portal reaching all schools
- And so much more!

Steps to Hiring a Student
1. **Consider your organizational needs** and what the student will work on. Will this be a valuable learning experience for them? Is this a co-op or other type of work-integrated learning (WIL)? Co-ops are the most common and are generally 4-months long with full-time hours, but shorter or longer term projects are possible.
2. **Apply for funding** if needed. Note that deadlines for wage subsidy programs range from weeks before the position starts, to a year in advance.
3. **Build your Job Posting:** Use our tips and template to create your most important recruitment tool.
4. **Select schools to recruit from.** Use the map on the ACE-WIL site to see schools near you, review programs with WIL options, and consult Talent MATCH Recruitment Guides to make a list of schools to recruit from.
5. **Use the Post an Opportunity Portal:** This tool on ACE-WIL's website will help you recruit from schools across BC in one step. Find it at *acewilbc.ca/post-an-opportunity*
6. **Review applications** and connect with schools to set up interviews.
7. **Interview applicants:** Use our tips, in addition to our sample interview questions to guide you. Follow up with reference checks to help you make a decision.
8. **Make a job offer!** Follow up with the student's school in case they require any paperwork from you.
9. **Prepare to bring your student on board.** Adjust our onboarding check-list to determine the steps required for a smooth onboarding process.
10. **Reach out to schools or to ACE-WIL** at any point during the process for support. Email info@acewilbc.ca or the school you're working with.

Visit *acewilbc.ca* to learn more and find Talent MATCH and Talent 4 Non-Profits in the Resources menu!