Talent MATCH

Hospitality, Tourism, and Culinary Arts Programs
A Simplified Recruitment Guide

Use this guide to help you select which post-secondary institutions to recruit from for the hospitality, tourism, and/or culinary arts related positions you are looking to fill.

- The majority of student placements are paid positions requiring industry standard rates. Unpaid positions tend to be very short.
- Note that placements at schools listed under Tourism/Hospitality Management can include everything from entry level to supervisory roles, and can include all position types, including but not limited to operations, customer service, event management, sales, and marketing.
- The sun ☀️ (May-August), leaf 🍁 (Sept.-Dec.), snowflake ❄️ (Dec./Jan.-April), and/or clock 🕐 (anytime) indicate when student placements take place. Ideally, recruiting students starts two months before the job's start date.

For more information on programs and what students learn, visit the schools' websites.

Tourism/Hospitality Management:
- BCIT ☀️ (March-May)
- Camosun College 🍁☀️❄️
- Capilano University ☀️
- College of New Caledonia 🕐 (Spring and/or Fall)
- College of the Rockies ☀️
- Douglas College 🕐
- North Island College 🍁☀️❄️
- Okanagan College 🍁☀️❄️
- Royal Roads University ☀️
- Selkirk College ☀️
- Thompson Rivers University 🍁☀️❄️
- Vancouver Community College 🕐
- Vancouver Island University 🍁☀️

Adventure/Outdoor Recreation:
- Capilano University ☀️
- College of the Rockies ☀️
- North Island College ☀️
- Selkirk College (Ski Resort Operations) (May-mid-Sept.) ❄️
- Thompson Rivers University 🍁☀️
- University of Northern BC 🍁☀️❄️
- Vancouver Island University 🍁☀️❄️

Event Management:
- BCIT 🕐

Culinary Arts/Cooking/Baking/ Pastry Chef:
- Camosun 🕐
- Coast Mountain College ☀️ (March-July)
- College of New Caledonia ❄️ (Nov.-Dec.)
- College of the Rockies ☀️
- Nicola Valley Institute of Technology 🍁☀️❄️
- North Island College ☀️
- Okanagan College ☀️ (June-Sept.)
- Selkirk College ☀️ (May-mid-Sept.)
- University of the Fraser Valley ☀️
- Vancouver Community College 🍁☀️❄️
- Vancouver Island University ☀️

Viticulture/Wineries/Brewing:
- Kwantlen Polytechnic University ☀️
- Okanagan College ❄️☀️ (Jan.-June)
- UBC Okanagan 🍁☀️❄️

To recruit from multiple schools at once, use ACE-WIL's Post an Opportunity portal at: *acewilbc.ca/post-an-opportunity*

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!

The Talent MATCH and Talent 4 Non-Profits programs are funded by the Ministry of Advanced Education and Skills Training and are a partnership between ACE-WIL, the BC Alliance for Arts + Culture, the BC Museums Association, and go2HR.