

# TOP 3 REASONS TO HIRE A MANAGEMENT CO-OP STUDENT

## 1. OUR STUDENTS ARE GLOBAL CITIZENS: COLLABORATIVE. INNOVATIVE. COACHABLE. DIVERSE.

U of T consistently ranks as the top university in Canada for producing **career-ready graduates**. Together with the core competencies of business management and international course options, our program emphasizes interpersonal skills development including effective crosscultural communication. We offer the premier Management and International Business program with a globally mobile talent pool who learn and speak multiple languages.

## 2. YOU CAN HIRE ANY TIME.

To cater to globally diverse needs, our students are available for various durations. Ideally, students are eligible to work for **4 or 8 month terms**, with the possibility of extension. You can post jobs, interview candidates, and hire whenever you're ready. We have talent available year round in Canada and globally.

## 3. WE ARE SERVICE DRIVEN.

Your dedicated relationship manager is here to guide you every step of the way. We offer targeted marketing strategies and ongoing support to connect you with the best talent for your business.

[Your Management Co-op Welcome Guide \(PDF\)](#) ↓



Emilie, Management student

“Management Co-op students have been outstanding contributors to our business by developing innovative solutions, demonstrating a willingness to learn, and collaborating with many cross-functional business partners. We're thrilled that several co-op students have chosen to kick start their full-time careers at Johnson & Johnson.”

– Stacey Hachigian  
Manager, SC Strategy & PMO Process

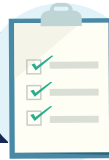
*Johnson & Johnson*

# AS A CO-OP EMPLOYER, YOUR RESPONSIBILITIES ARE:

- To ensure the work hours are a minimum of 35 hours per week for 12 weeks in each four-month work period. *\*Due to COVID-19, we can reduce work term to a minimum of 8 weeks in special circumstances.*
- To ensure that positions are paid at a rate comparable to industry standards.
- To prepare and sign an employment contract (along with the student) indicating the terms and conditions of employment, the period of employment, hours of work per week and rate of pay for the student hired. The student's job description should be attached to the employment contract. If you do not have a standard employment contract, we can help you create one.
- To ensure that the student's work is consistent with what is stated in their job description.
- To supervise and guide the student during the placement and report any concerns to the Management Co-op Coordinator.
- To complete a mid-term and final evaluation and discuss the results with the co-op student. *At the time of the mid-term evaluation, it is requested that each supervisor and student meet for an on-site visit with one of the Management Co-op Coordinators to discuss the student's progress.*
- To provide a welcoming and skill-developing co-op experience for the student.
- Co-operative Education and Work Integrated Learning Canada (CEWIL) has developed a quick summary of tips and techniques for employers to ensure they derive the maximum benefit from hiring a co-op student. If you are new to hiring co-op students, you will find the [CEWIL website](#) a helpful reference.

# GETTING STARTED:

# A CHECKLIST FOR EMPLOYERS



Management Co-op students are eager to bring their talent, enthusiasm, and brilliant ideas to your organization! Please share your firm's support and resources with the student, including employment equity committees or groups. Always have diversity and inclusion in mind. The best managers will follow these steps to get the most out of the work-term experience:

## BEFORE THE STUDENT STARTS

### SET UP FOR SUCCESS.

Empower your student to make a smooth transition by ensuring that a workspace equipped with the necessary technology is available upon arrival. Assign a buddy/coach for operational questions and a tour.

## THE FIRST DAY

### ESTABLISH ROLE CLARITY AND EXPECTATIONS.

Show your student how they will be influential in the team's success by completing Meaningful Work (see sidebar). Discuss their learning goals and how to apply Management course topics.

### BRIEF ON OFFICE POLICIES.

Are work hours and breaks flexible or does the student need to adhere to a certain schedule? Introduce the colleagues who will provide on-site support. Inform the student of your preferred communication methods.

## ONGOING COACHING & MENTORSHIP

### MEASURE PERFORMANCE AND PROVIDE FEEDBACK.

We recommend that you meet with the student biweekly, or monthly at a minimum, to offer specific feedback on project outcomes or progress. Always address problems as soon as they occur. Suggest concrete next steps if behaviour needs improvement.

### INCREASE RESPONSIBILITY.

Look for areas to recognize a student publicly and provide opportunities to learn new skills. Invite the student to attend cross-functional or departmental meetings and present their work to stakeholders for feedback.

*For work terms that are eligible for co-op, you can expect a personal on-site visit with university staff, as well as a program mid-term and final evaluation.*



Pictured from left: U of T Scarborough Management students Bijoya, Hans, Tarraiz, Daniil, Esther, and BBA alumnus Christian (seated).

## WHAT IS MEANINGFUL WORK?

Finding the right balance between your student's capabilities and the work that needs to be accomplished is crucial.

### Consider the following:

- ✓ Wherever possible, the timing of your project can coincide with the length of the work term. The difficulty of work can increase as the term progresses.
- ✓ A student in their third work term likely has more experience and confidence than a first work term student. Discuss your expectations and opportunities for advanced responsibility, such as leading a critical presentation vs. creating a report.
- ✓ Meaningful Work would be made visible to a wider audience or more senior leadership.
- ✓ Share an example from your own career of when you had the best learning or growth opportunity!