



**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.