



CAREERSPACE
CAREERS & EXPERIENCES

**CO-OP
EMPLOYERS ON
THE STUDENT
EXPERIENCE
PORTAL**

trentu.ca/careerspace





Co-op Employer Handbook – Accessible Version

Welcome! This handbook is all about Trent University Co-op and will walk you through everything you need to know about being a co-op employer with Trent, including the steps to set up your employer account on Trent's Student Experience Portal and how to navigate posting to our co-op job board.

We look forward to working with you!

Overview

Why Choose a Trent Co-op Student?

Why should you hire a Trent student? There are a multitude of reasons.

Trent students are problem-solvers, critical thinkers, and excellent communicators. Our co-op students are ready and eager to take on new learning experiences, which means your workplace gains a team member with fresh ideas, diverse perspectives, and valuable knowledge.

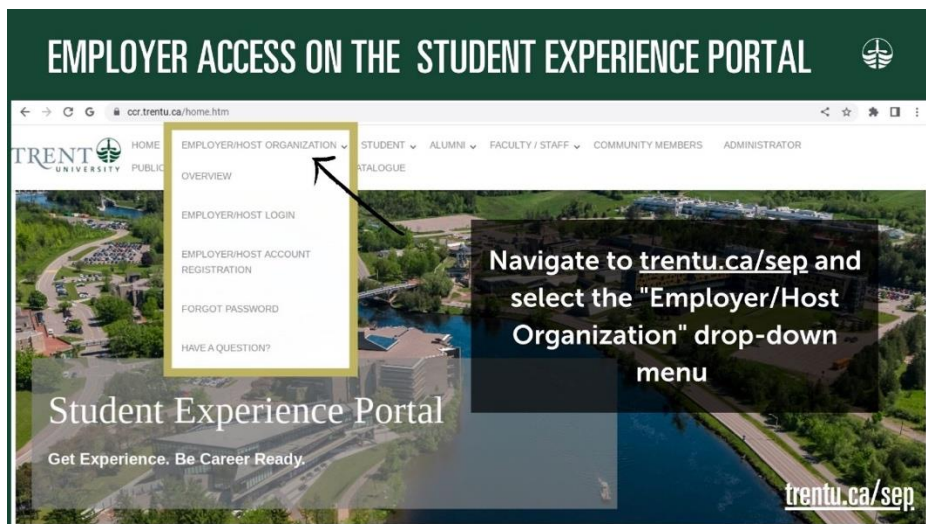
Hosting a Trent co-op student allows you to have direct experience working with future full-time candidates while they are still university students, so you can instill core skills and expertise early on in their careers. This benefits your future recruitment and hiring efforts as you'll have a pool of candidates who already have your preferred skills and understand your business.

Co-op work terms are 4 months long and 35 hours/week, giving students the opportunity to manage well-defined special projects at your organization. Additionally, your organization can earn a provincial tax credit of up to \$3,000 through the Ontario Co-Operative Education Tax Credit, plus federal wage subsidies through the [Student Work Placement Program](#).

Role of Careerspace

Committed to fostering community partnerships and providing students with a wide array of experiential learning opportunities, Careerspace facilitates meaningful and valuable experiences between motivated Trent students and organizations. The majority of co-op programs at Trent University are coordinated by Careerspace.

Our Co-op Team is available to help guide you through the process of setting up your employer account, posting your opportunities to our Co-op Job Board, processing student applications, and completing the midterm and final evaluations. To get in contact with our Co-op team, reach out to coop@trentu.ca.



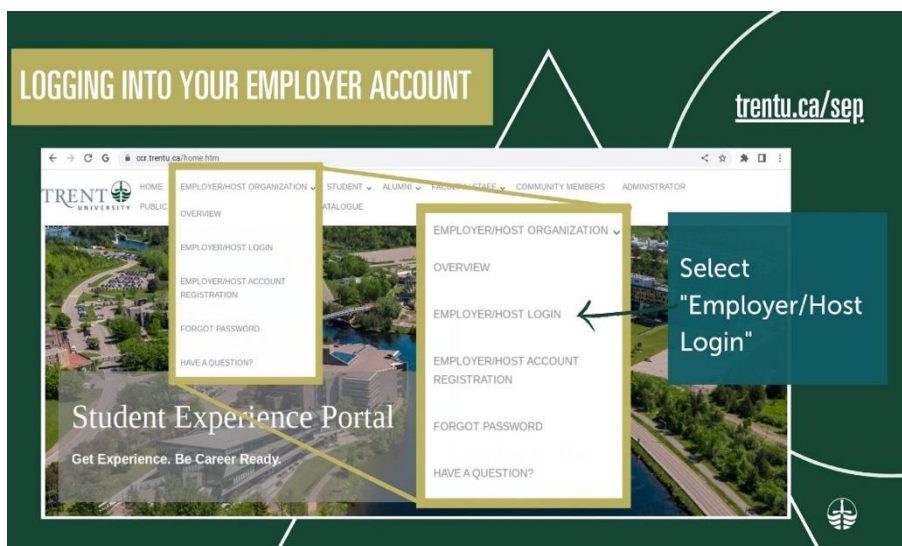
Trent's Student Experience Portal Homepage

You can access the Student Experience Portal by going to trentu.ca/sep and clicking on the "Employer/Host Organization" drop-down menu.

Employer/Host Account Registration

If this is your first visit, you will need to register your account. To register, access the Student Experience Portal through trentu.ca/sep and navigate to "Employer/Host Account Registration" under the "Employer/Host Organization" drop-down menu. Complete the registration form and enter your Organization's details, including contact information, location, and areas of interest. **It may take 1-2 business days for your account to be approved before you are able to post.**

Employer/Host Login

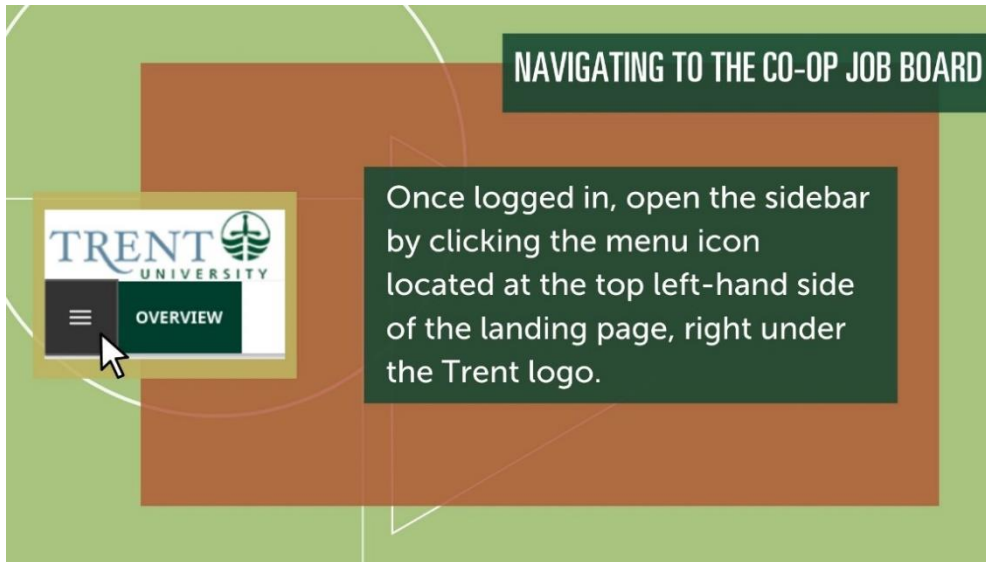


Now that you have registered your account, you can login moving forward. To login, you will access the Student Experience Portal through trentu.ca/sep and navigate to "Employer/Host Login" under the "Employer/Host Organization" tab. The system may ask you to reset your

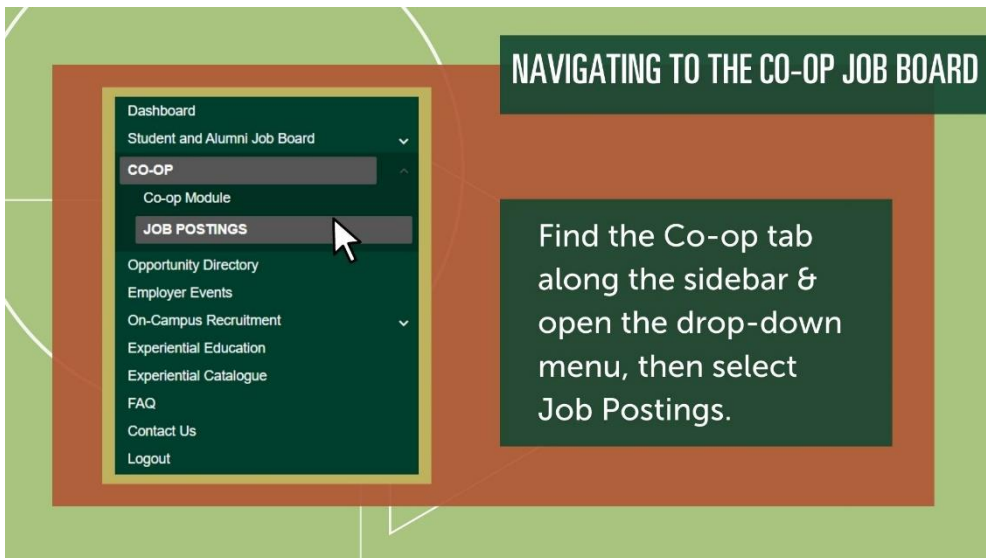
password before you can log back in and view applicants.



Navigating to the Co-op Job Board



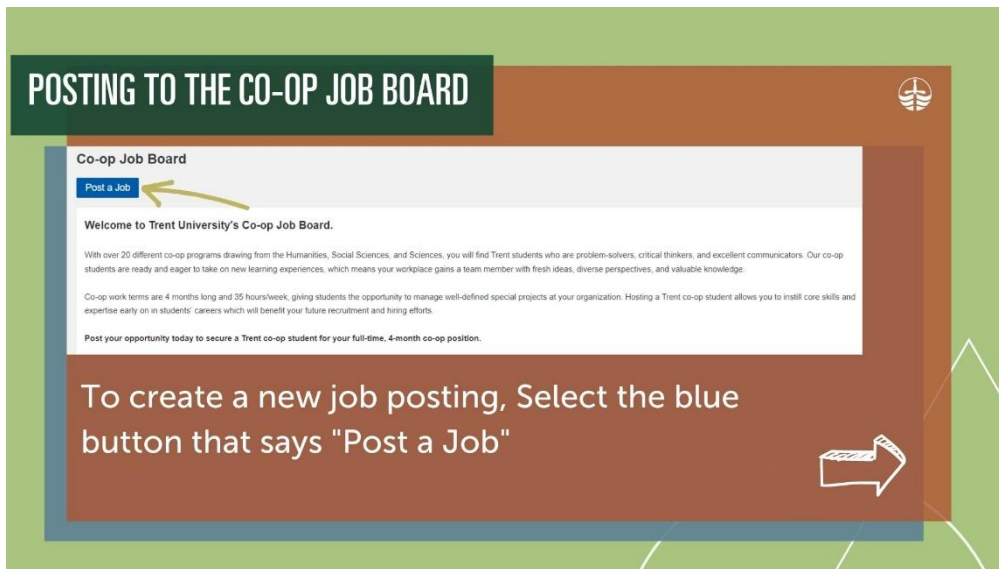
Now you can navigate to the Co-op Job Board. Open the sidebar by clicking the menu icon located at the top left-hand side of the landing page, right under the Trent logo.



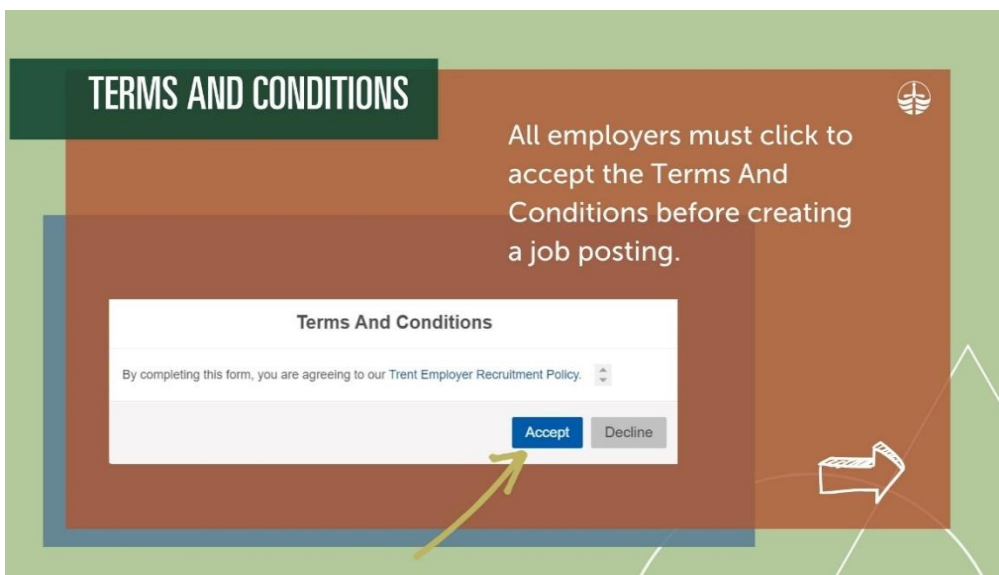
Locate the Co-op tab along the green sidebar on the left and open the drop-down menu. Select Job Postings.



Posting to the Co-op Job Board



You have made it to the Co-op Job Board landing page. To create a new job posting, select the blue button that says, "Post a Job"!



The system will first prompt you to accept the Terms and Conditions and agree to abide by the Trent Employer Recruitment Policy before allowing you to continue

and fill out the job posting form.



Posting to the Co-op Job Board (Continued)

POSTING TO THE CO-OP JOB BOARD

Company Info

Students will only see the Organization Name, Division, and Web Site Address.

Organization *:

Division *:

Website:

Job Contact First Name *:

Job Contact Last Name *:

Contact Title:

Phone:

Email *:

Address Line One *:

Address Line Two:

City *:

Province / State *:

Postal Code / Zip Code *:

Enter your company's information in the boxes provided.

Please note that students will only see Organization Name, Division, and Website Address.

The first portion of the job posting form asks you to fill out Company Info, including location and contact info. Mandatory fields are marked with an asterisk. Please note that students

will only see Organization Name, Division, and Website Address.

POSTING TO THE CO-OP JOB BOARD

Job Posting Information

Enter the description for the Co-op Job Posting

Term Posted: Fall 2023

Job Title *:

Job Location *:

Job Description *:

Job Requirements *:

In this section, you will enter the job posting information including the location, description, requirements, and salary details.

Please note that "Term Posted" indicates the term you are hiring for.

In this section you will enter the job posting information including the description, requirements, and salary range.

Please note that "Term Posted" indicates the term you are hiring for, e.g. Fall, Winter, or Summer and the year.



Target Disciplines

All Degrees and Disciplines *

No
 Yes

Targeted Degrees and Disciplines:

Your Program Selections

Ancient Greek & Roman Studies
 Arts & Science
 Canadian Studies
 Computer Science
 Cultural Studies
 Economics
 English Literature
 Financial Science
 French Studies
 Gender & Social Justice
 History
 Indigenous Environmental Studies
 Indigenous Studies
 International Development Studies
 Media Studies
 Philosophy
 Political Studies
 Sociology

Start Date *

End Date *

In this section, you will choose which disciplines you want to target your posting to and the start and end date of your position.

In this section, you will choose which disciplines you want to target your postings to and the start and end date of your position.

Application Method

POSTING TO THE CO-OP JOB BOARD

Application Method

Access applications through Trent University

Email Options

Email all applications after the application expired date to the email specified on the posting as well as the following email addresses:
separate emails with a semi-colon:
test@test.com

Email each application as students apply, to the email specified on the posting as well as the following email addresses:
separate emails with a semi-colon:
test@test.com

Do not email applications

Access through corporate website / applicant tracking system

Enter URL for website you want students directed to:

Select the preferred method of directing where students will submit an application for your job posting.

Now you can select the preferred method of directing where students will submit an application for your job posting. You may choose to have applications e-mailed to

you (either as students apply or as an application bundle when your position closes) or you may prefer students to apply directly through your company's website. If you choose that option, you can enter the web address where you want students to be directed to apply.



Posting to the Job Board

POSTING TO THE CO-OP JOB BOARD

Application Information

Please specify how applications are to be submitted

Application Deadline: 02/09/2023 11:59 PM

Additional Application Information:

Application Documents Required:

Cover Letter

Resume

Transcript

Competition Number:

MAX CHARS: 1000 CHARS REMAINING: 1000

Specify the application deadline and any required application documents.

In this section, you will specify the application deadline, any additional application information, and your required application documents.

POSTING TO THE CO-OP JOB BOARD

Thank you for completing the Co-op Job Posting Form. Once your posting has been submitted, it will be approved and activated within 2 business days.

Submit Posting for Approval Preview Posting Delete Posting

Once you have completed all the required fields, select to preview your posting or submit your posting for approval.

Please note that you will be able to edit your postings after submitting, but not cancel them.

If you wish to remove a posting after its been submitted, email coop@trentu.ca for assistance.

Expired postings will not be visible to students.

Once you have completed all the required fields, select to preview your posting or submit your posting for approval. Please note that you will be able to edit your postings, but not cancel them.

If you wish to remove a posting after it is submitted, contact coop@trentu.ca for assistance. Expired postings will not be visible to students.



Hiring Timelines

HIRING TIMELINES

Co-op programs follow different work term schedules. Please visit trentu.ca/co-op > Work Term Schedule to view when students are available for work.

	FALL	WINTER	SUMMER
Work Term Start	September	January	May
Preferred Job Posting Timeline	May - June	September - October	January - February

If you need to post earlier or later than the preferred timeline, please reach out to coop@trentu.ca

Co-op programs follow different work term schedules. Please visit [here](#) to view when students are available for work.

For a Fall Work Term Start, students will work from September to December. The preferred timeline to receive job postings for the Fall Term is May to June.

For a Winter Work Term Start, students will work from January to April. The preferred timeline to receive job postings for the Winter Term is September to October.

For a Summer Work Term Start, students will work from May to August. The preferred timeline to receive job postings for the Summer Term is January to February.

If you need to post earlier or later than the preferred timeline, please reach out to coop@trentu.ca



Workplace Responsibilities

Employer Responsibilities

It is the employer's responsibility to provide position-specific training and job orientation, ensuring all workplace policies are provided to the student. The employer must have a supervisor dedicated to overseeing the student's work and providing feedback.

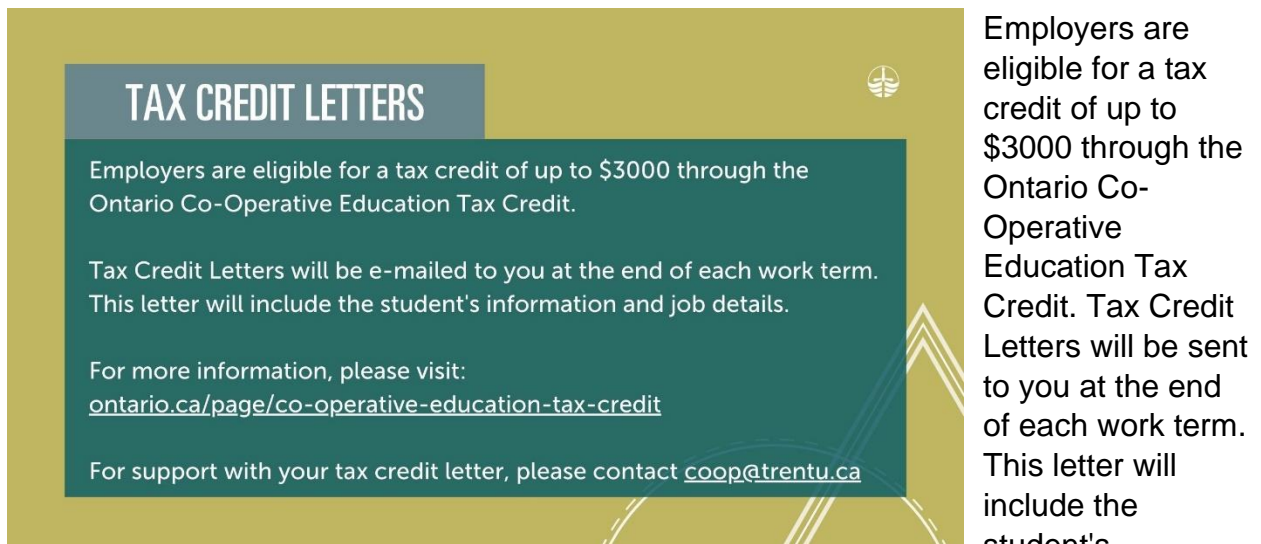
Employers must pay the student for their time and treat them as an employee of the organization. Employers must also advise students and Coordinator of any confidentiality or security clearance issues relevant to the job or application process. To ensure success, employers must complete midterm and final evaluations of the student.

Student Responsibilities

It is the student's responsibility to follow all workplace rules and safety procedures while exercising ethical workplace conduct and maintaining employer confidentiality. Students will set goals for each work term and strive to meet those goals through working, learning, and developing the skills that will benefit their future careers. To ensure success, students must complete midterm and final evaluations of their employer.



Tax Credit letter Information

A graphic with a green and yellow background. It contains the following text:

TAX CREDIT LETTERS

Employers are eligible for a tax credit of up to \$3000 through the Ontario Co-Operative Education Tax Credit.

Tax Credit Letters will be e-mailed to you at the end of each work term. This letter will include the student's information and job details.

For more information, please visit:
ontario.ca/page/co-operative-education-tax-credit

For support with your tax credit letter, please contact coop@trentu.ca

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For more information, please visit [Co-operative Education Tax Credit](#)
For support with your tax credit letter, please contact coop@trentu.ca

Thank you!

Thank you for your support of co-op programs at Trent University. If you have any questions, please reach out to our Co-op Team anytime by e-mailing <mailto:coop@trentu.ca> or calling us at 705-748-1011 x 6012.