



PEY Co-op Program - Employer Participation Agreement

On behalf of the organization and as an employee of the organization, I am responsible for ensuring my organization complies with the guidelines of the co-op programs offered at the Engineering Career Centre (ECC):

Job Posting

- The PEY Co-op job offer promoted to students is a paid, full-time position with a duration 12 to 16 weeks for a summer job offer and no less than 12 months (eg.: September to September) up to a maximum of 16 months (May to September of the following year) for the longer-term job opportunity.
- Included in the job description are accurate details of the required skills, qualifications and expected responsibilities of the student role.
- Opportunities posted are relevant to targeted student disciplines and in line with co-op program timelines for summer hiring and/or 12 to 16 months co-op hiring
- Required application documents, application instructions, work location and work term length are clearly specified on all job descriptions.
- Confirm with the co-op coordinator if the unfilled role needs to be reposted or if it has been filled from another school or has been closed or cancelled.

Interviews and Job Offers

- Provide clear interview instructions to students prior to interview date, including interview time, format, location, interview representatives and any other instructions.
- If scheduling an interview through the Engineering Career Portal, submit all interview details 4 business days prior to the interview date.
- Provide students with a verbal, electronic, official offer letter or contract that includes remuneration details, co-op start date and end date, number of work hours, and job location in addition to other stipulations preconditioned by the organization.
- Provide email and phone number of the contact person who can respond to student's questions prior to acceptance.
- Allow at least 48 hours, excluding weekends for students to weigh in on their offer.
- Notify the co-op coordinator of an offer acceptance. Include the name of student, Job ID and, Job title.
- If possible, provide ECC with a copy of the student contract to be filed along with the student's co-op record



Work terms

- Commit that for the 12–16 month PEY Co-op, the student must complete their work term in one organization, apart from assignment to subsidiary companies or departmental transfers.
- Verify that student has the appropriate documentation where applicable, prior to the start of their work term (e.g. co-op work permit, J1 visa, export licensing control, etc.).
- Implement a strong orientation and onboarding process to properly acquaint the student with the following, at minimum: workplace dynamics, policies, health and safety procedures, policies on Equity, Diversity and Inclusion and organizational structure. For more information and guidance please refer to [Managing a Successful Work Term](#)
- Ensure that student understands policies regarding work schedule (i.e., core hours, flex time, vacation, sick days, personal appointments, etc.); confidentiality and intellectual property agreements; computer, internet and cell phone usage; emergency preparedness; etc. If necessary, provide relevant safety or job-specific training and personal protective equipment.
- Ensure that the organization complies with all applicable Provincial and Federal privacy, human rights and employment legislation.
- In addition to their assigned supervisor, ensure that student is aware of an HR or management contact in case a sensitive situation arises.