

# Employer Handbook

**Invest in your Future Workforce**



Co-op & Career  
Services



## The Workforce is Changing

To thrive in an unpredictable future, organizations need to recruit, develop, and retain the next generation of workers. That's where Lambton College can help.

We're proud of our students. They are tech-savvy, creative, and eager to learn. They bring fresh ideas, a new and effective way of working and are ready to face any challenge which comes their way.

**Hiring a Lambton College co-op student might just be the best decision you make.**

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## What is Co-op?

A Co-op is the chance for students to gain practical experience utilizing everything they've learnt in the classroom, in a real-world work setting.

Not only do these opportunities allow the students the ability to practice and learn, in return Employers receive skilled short-term hires and an opportunity to gain access to the next pool of talent before they enter the workforce.

## Benefits of Hiring a Co-op Student



Access to students from  
30+ programs



No fees for employers to  
post or recruit



Make an investment in  
your future workforce



Attract new talent  
through short term  
'working interviews'



New perspectives and  
technical approaches  
students have learned in  
the classroom



Access financial incentives

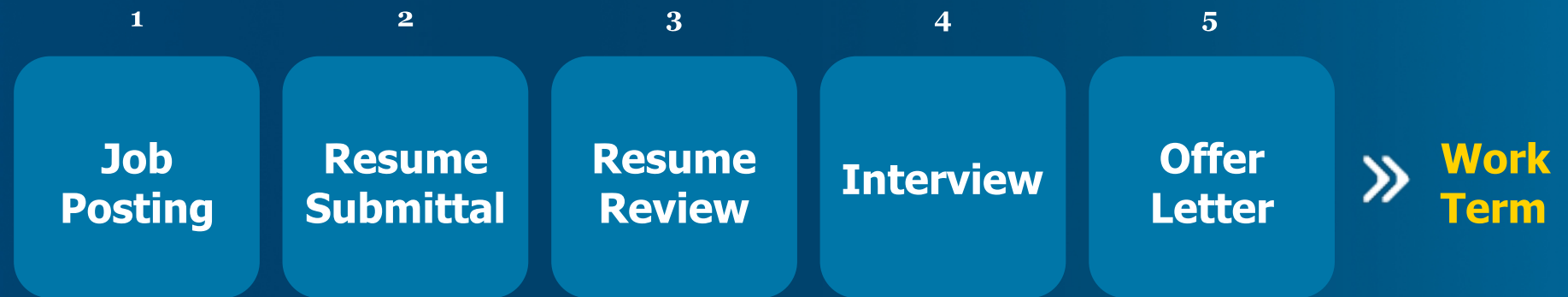


Diversify your  
workforce



Short term workforce –  
students can cover  
contracts, leaves, peak  
periods, and projects

# Hire a Co-op Student in 5 Steps



Visit [mycareer.lambtoncollege.ca](https://mycareer.lambtoncollege.ca) to get started.



“ Lambton College is an important partner for sourcing skilled employees during the manpower shortage we are facing at this time.

Co-op students and recent graduates have demonstrated their depth and breadth of knowledge from their programs and have applied it onsite with us from their very first day! We look forward to growing our relationship even further with Lambton College. ”

**Stephany McCutcheon**  
Senior Human Resources Generalist  
Waterville TG



## What is a Work Term?

Lambton College has 3 work terms per year, starting in January (Winter), May (Summer) and September (Fall). Each term is approximately 4 months in duration and consists of a minimum of 420 hours (full time employment estimated at 30 hours a week for 14 weeks). Work terms are encouraged to be paid employment at a fair and equitable wage.

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## Recruiting Timeline

	Winter	Summer	Fall
<b>Job Posting Begins</b>	September	January	May
<b>Co-op Job Search Term</b>	September - December	January - April	May - August
<b>Work Term</b>	January - April	May - August	September - December

# Programs Available

## Technology & Trades

- + Advanced Project Management
- + Advanced Project Management - Environmental
- + Advanced Project Management - Information Technology
- + Advanced Project Management & Strategic Leadership
- + Canadian Culinary Operations
- + Construction Project Management
- + Electrical Power Distribution
- + Heating, Refrigeration & Air Conditioning Technician
- + Millwright Mechanical Technician
- + Workplace Safety & Prevention

## Business

- + Agri -Business Management
- + Business Administration - Accounting
- + Business Analytics
- + Business Management
- + Business Management - Human Resources
- + Business Management - International Business
- + Marketing Management - Digital Media
- + Marketing Management - Professional Sales
- + Office Admin Executive/Health Services
- + Supply Chain Management
- + Sports & Recreation Management
- + Sports Business Management
- + Strategic Merchandising Operations Management

## Health & Safety

- + Occupational Health & Safety Management
- + Fire Science Technology
- + Food Safety & Quality Assurance Management

## Math & Computer Studies

- + Artificial Intelligence & Machine Learning
- + Big Data Analytics
- + Cloud Infrastructure & Administration
- + Computer Programmer
- + Cyber Security and Computer Forensics
- + DevOps for Cloud Computing
- + Financial Planning & Wealth Management
- + Financial Services - Investigation & Compliance
- + Full Stack Software Development
- + Modern Networks & Cloud Computing
- + Software Quality Assurance & Testing

## Applied Engineering & Sciences

- + Applied Manufacturing Management
- + Bio-Materials & Chemical Laboratory Analysis - Applied Science
- + Chemical Laboratory Technician
- + Chemical Production & Power Engineering Technology
- + Environmental and Sustainable Building Sciences
- + Environmental Technician - Water & Wastewater Systems Operations
- + Instrumentation & Control Engineering Technology - Industrial Automation
- + Power Engineering Technology
- + Quality Engineering Management

## Education, Design & Creativity

- + Elearning Design & Training Development

## Hospitality, Tourism & Culinary

- + Hotel and Resort Management
- + Tourism - Operations Management

*Note: All students in a co-op program must meet a minimum academic eligibility to participate in a co-op.*







## Hiring an International Student

Eligible international students with a co-op work permit are legally entitled to work in Canada. International students must meet the co-op guidelines of working at least 420 hours during a four-month semester.

International Students are paid the same way as domestic students. The student will have a valid Social Insurance Number as part of their co-op work permit and employers must adhere to The Employment Standards Act to provide a safe work experience for all students.

International Students bring their global experience as well as previous education when they arrive in Canada. Lambton College has an expectation of a level of English Proficiency to be able to learn and work in Canada.

Our International Department is here to help support any questions you may have.

► [\*\*international@lambtoncollege.ca\*\*](mailto:international@lambtoncollege.ca)

## Work Term Expectations

Some of the ways we ensure a successful co-op work placement are as follows:

### We ask that you:

- + Provide details regarding work term dates, job title, location, rate of pay, type of insurance prior to posting any jobs with us.
- + Ensure the student receives regular supervision, on-boarding and health and safety training at your workplace.
- + Provide performance feedback to the Work Term Students and meet with the students for the 3 required Work Term Report meetings.
- + Complete Work Term evaluation form (provided by the student) of the student's performance and provide a copy to the student at the conclusion of the work term.
- + Participate in an on-site or virtual work term visit with a representative from Lambton College to discuss the students' progress/provide feedback

*Note: Site visits may be scheduled or unannounced based on availability.*

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## Frequently Asked Questions

### **Are there any fees associated with hiring a co-op student or using your services?**

Absolutely not! Our services are 100% free for employers wishing to hire students or graduates. Any wage provided to the student is an agreement between the employer and student and employers are expected to follow the Employment Standards Act with regards to payroll deductions.

### **What if I know which student I would like to hire? Am I required to go through the recruitment process?**

In some cases, employers might already be connected to a student through a personal connection or the result of networking. In this situation, the employer would not be required to post the co-op opportunity and interview candidates. You may want to consider posting to determine if there are other students you would like to hire, however this is not mandatory. If not, you may simply offer the position to the student you are connected to. This can be done either verbally or through written communication.

Once you have offered a position to a co-op student, the student will have 24 business hours to accept or decline the position, either verbally or in writing. Once the student has accepted your offer, the student is required to complete their Work Term Record through our myCareer system, and our Job Developer may contact you to verify the details the student has provided.

### **Are there any hiring incentives or wage subsidies for employers who hire co-op students?**

Yes! Eligible employers and students may qualify for a wage subsidy or government tax incentive. For more information visit [lambtoncollege.ca/employers/grants-incentives](http://lambtoncollege.ca/employers/grants-incentives)



# Contact Us

If you are interested in recruiting a co-op student, please reach out to Co-op & Career Services for the program's availability at:

**[hire@lambtoncollege.ca](mailto:hire@lambtoncollege.ca) | 226-313-7735**



**Lambton**  
College

Co-op & Career  
Services