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## Co-op/Internship Employer Responsibilities

Dalhousie's co-op/internship programs for business are accredited for Work-Integrated Learning (WIL) through [Co-operative Education and Work-Integrated Learning \(CEWIL\) Canada](#). Students enrolled must secure one or more work terms that meet the criteria outlined below, and successfully complete each prior to starting their next academic semester.

When recruiting a Dalhousie business co-op/internship student, employer partners are asked to:

- **Abide by all [Dalhousie student recruitment guidelines](#)**, established in accordance to the accepted practices of CEWIL Canada and the Canadian Association of Career Educators and Employers (CACEE).
- **Provide the minimum weeks** of business-related work to meet our [program requirements](#) at a **minimum of 35 hours per week**. When designated holidays will impact three or more consecutive business days, employer partners must:
  - *Adjust the start and/or end dates of the work term to compensate for missed hours; or*
  - *Confirm how the missed hours will be made up by the student, with appropriate supervision*
- **Provide a written job offer** to the student via email or letter, outlining the following details:
  - *Confirmed salary/rate of pay*
  - *Length of work term (total weeks) and hours per week*
  - *Location of work term (including whether 100% onsite, 100% remote, or hybrid)*
  - *Conditions of hire and expected timeline for completion (if applicable)*
- **Expedite all conditional hire processes** such as securing funding and/or finalizing student eligibility requirements. Significant delay in finalizing a conditional work term offer may result in the student being allowed to resume their job search and accept another unconditional offer.
- **Hire students as employees** of the organization, not as independent contractors, and remunerate in accordance with Canada Revenue Agency policies and procedures:
  - *Provide guaranteed compensation at or above minimum wage in the region of employment (including for commission-based structures). Work terms outside of Canada with alternate compensation/remuneration arrangements must be pre-approved by MCS staff*
- **Offer sufficient onboarding/training and supervision** to align the student for success.
  - *Designated supervisor must be a full-time employee and not currently registered as a university student, whether at Dalhousie or another institution.*
  - *Review our [Orientation & Performance Support checklist](#) for additional guidelines*
- **Communicate with Management Career Services staff** throughout the work term period - specifically at the mid-term and final evaluation points, or as soon as issues arise.
  - *Access information on our work term evaluation and student award process [here](#)*

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## Co-op/Internship Recruitment Tips

Just as you are seeking the best candidate for the job, [Dalhousie co-op/internship students](#) are seeking the best opportunity to utilize their skills and talents and may evaluate positions based on their knowledge of your brand, how the role and organizational culture align with their career goals, and even the job location, work arrangements and accommodation considerations.

To attract the best or highest number of applicants:

- Ensure your **job title is role-specific** and your **job description is clear and complete**, outlining:
  - *information about and the benefits of working for your organization*
  - *key job responsibilities*
  - *skills/qualifications required and to be gained*
  - *student training and work arrangements - whether 100% onsite, 100% remote, or hybrid*
  - *accommodation options or support (if applicable)*
  - *if applicable, all eligibility criteria or conditions for hire*
- Consider adding in a former work term student's **written or video testimonial** on the value of their experience while working for you
- Post your opportunity for **at least one week** (but no more than two) and have your posting deadline on a **Sunday at 11:59 pm Atlantic time**, to allow students the weekend to prepare and submit their applications. If posting late in the recruitment cycle, application deadlines may be shortened. If receiving applications through:
  - **myCareer portal**: Access to candidate submissions will be available only once the job application deadline expires; the system will show as zero applicants until that time.
  - **Your own website**: Provide the job-specific application link, and please alert us if that link is expired early or extended beyond the original deadline
- Coordinate your interviews and offers through the myCareer portal and our **Hire Business** team. Available at [hirebusiness@dal.ca](mailto:hirebusiness@dal.ca), this team can streamline your process and help you to access the most up-to-date information on candidate availability.
  - Access our [myCareer User Guide for Employers](#) for more information
  - If coordinating your own interviews and offers, please **copy our Hire Business email** on all communications with Dal business students, so we can track your recruitment status.