

Co-op Job Evaluation Checklist

Interested in searching for your own work term opportunity? Before you get started, review this list of co-op job requirements to ensure the positions you are searching for meet the eligibility criteria for your work term.

Eligibility Criteria

- ✔ The job lasts for a minimum of 12 – 16 weeks and at least 420 hours.
- ✔ The job is full-time at 35 – 40 hours/week.
- ✔ You will be compensated to at least the minimum wage of the applicable work location.
**Some exceptions apply and will be approved on a case-by-case basis.*
- ✔ You will be hired as an employee of the organization. If the organization is hiring a co-op student as a contractor, this must be clearly stated in the job posting.
- ✔ There is enough detail provided in the job posting for you to adequately assess the opportunity.
- ✔ An overview of the required qualifications, skill level, and responsibilities is provided in the job description.
- ✔ The organization that posted the job opportunity has an online presence.
- ✔ The position provides meaningful work experience that will support you in building essential workplace skills and experience in your chosen field.
- ✔ A family member would not be your direct supervisor for the role.
**Working for a family business is eligible if a non-family member is appointed as the supervisor.*

All students must check in with their Co-op Coordinator to verify their work term opportunity meets the requirements for their Co-op program.