



With the new academic year right around the corner, now is the time to start thinking about [hiring a LA&PS student](#). Our students are in their 3rd or 4th year and available on a year-round basis beginning in **September, January and May** for **4, 8, 12 or 16 months**.

We offer continuous recruitment rather than using a rank and match system, giving you the flexibility to post, interview, and hire students throughout each term. Our process to help you find the right applicant is simple and effective.

RECRUITMENT PROCESS:

1. Email us your job postings to lapsintr@yorku.ca. We facilitate the data entry of your postings to our job board, and an application bundle will be emailed to you upon posting closing for you to review.
2. Interview your preferred candidates, and let us know when you make an offer by cc'ing lapsintr@yorku.ca.

RECRUITMENT TIMELINES

Hiring for Winter 2023 (January 2023 start)

- **Key dates for job ad postings/closings:** We are accepting Winter 2023 job postings as early as **August 22, 2022**. The recommended timeline for job postings is **September -October** to ensure you get more eyes on your postings.
- **Application deadlines:** We would keep the posting open for 2-3 weeks
- **Interview Cycle(s):** Ongoing (September-December, 2023)
- **Proposed Placement Start and End Dates:** January 3rd- April 28th, 2023 (4 month work term)
- **Any Co-Op Student hour restrictions:** Part-time (14-24 h/week) or full-time (30-40 h/week)

JOB SEEKERS & JOB DESCRIPTIONS REQUIREMENTS:

- Job seekers in our program are currently completing an Honours degree in the **following programs:**
Accounting, Commerce, Business & Society, Disaster & Emergency Management, Finance, Economics, Human Resource Management, Information Technology, Communication & Media Studies, Marketing, Supply Chain Management, Public Policy & Administration, Social Science & Humanities
- We encourage employers to post for a desired skill set vs. a specific academic degree to take full advantage of the diversity of our job seeker pool
- All opportunities must be **paid** a salary, at least minimum wage.
- Positions may be part-time (14-24 h/week) or full-time (25-40 h/week)
- Position start and end dates must align with our academic terms, starting in September, January or May and ending in December, April and August
- Positions must have a **designated supervisor** to train, mentor and evaluate our student learners while on internship

*****We are aware some partners begin their Summer recruitment early in the fall. We will work with your timelines, please connect with our team.**

Request a wage subsidy review

To help our employer partners discover potential wage subsidies, you can now request that your position be reviewed for eligibility with Canadian Federal Government Student Work Placement Program (SWPP).

If you are planning to hire a student on an internship with a start date during the **Winter semester (January 1st to April 30th, 2023)** , kindly indicate your interest and we would be happy to assist you with next steps.

Should you have any questions or concerns about any of the above, please do not hesitate to reach out to us.

Many thanks and we look forward to working with you!

Best Regards,

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Tap into our diverse talent pool by [hiring a LA&PS student](#) through the internship program!