

Work Learn: Recruiting and Hiring Strategies



The Work Learn program distributes \$6 million annually in support of part-time, on-campus work, through which students access mentorship, expand their network, take ownership and responsibility of their work, develop employability skills, enhance self awareness through critical reflection, and apply their disciplinary knowledge in a professional workplace. Below are a set of tips and strategies to support supervisors and administrators to navigate the recruiting and hiring process.

How to promote your Work Learn job posting?

After receiving confirmation of Work Learn funding, positions are publicly posted on [CareersOnline](#) (UBC's opportunities board) and current UBC students are able to apply if they are eligible.

Once job postings are live, it is important to review if the job details, qualifications, and posting timelines are accurate. This helps ensure that you attracting the right candidates to apply.

Here are some ideas on how to promote your Work Learn position:

- **Mailing Lists:** Departmental/unit/program/community email distribution lists that you can use to inform people about the opportunity, and ask them to share with their networks.
- **Social Media:** Link to the posting via LinkedIn and/or Twitter. Tag the department/ unit and relevant accounts (ie. UBC Colleagues, student staff/volunteers, etc.) to help promote this opportunity.
- **Student Network:** Reach out to previous students you have worked with and ask them to share with their networks or refer others to check out the opportunity.
- **Internal Network:** Connect with your colleagues—staff and faculty who work and teach in relevant areas who can connect you with their student groups.
- **Communications Units:** Connect with colleagues working in communications for your respective department/unit to see if there is any support for sharing this opportunity through their channels.
- **Faculty Members:** Connect with faculty members teaching classes in relevant areas to see if the opportunity can be shared with students via email/Canvas or with other faculty via Faculty newsletters.

Additional resources to support equitable recruiting practices include the [Textio tool](#) for reviewing job descriptions and the [Activating Inclusion Toolkit](#). To ensure equitable hiring processes, Work Learn supervisors should carefully consider recruitment timelines and only begin interviewing **once the job posting has closed on CareersOnline before reaching out to candidates**. In the case that the job posting needs to be closed early or stay open longer, please contact work.learn@ubc.ca.

