

WIL Readiness Checklist



Activities



Project and Talent Needs

- Identify short-term or long-term project priorities.
- Determine whether you need innovation, research, administrative, or operations support.



Timeline and Availability

- Confirm whether you can support a 4, 8 or 12-month Co-op term.
- Assess whether short-term Field Placements, Internships or another form of WIL are a better fit.



Supervision Capacity

- Identify who can mentor or supervise students.
- Confirm whether you have a licensed professional (Practicum) or journeyperson (Apprenticeship), if required.



Work Environment

- Deliver targeted training tailored to the new employee's position.
- Monitor training progress and offer supplementary assistance as necessary.



Funding Supports

- Explore eligibility for wage subsidies, grants, or tax credits.
- Link to funding information: <https://acewilbc.ca/where-to-get-funding/>



Organizational Fit

- Identify which WIL types align with your goals, supervision capacity, and timelines.
- Consider which models best match the structure of your projects.



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Partnership Planning

- Confirm with the appropriate post-secondary institutions or WIL offices before starting the WIL partnership.
- Draft role descriptions aligned with student learning outcomes.



Onboarding Preparation

- Prepare orientation, training plans, and clear expectations.
- Ensure workspace, tools, and systems access are ready.



Ongoing Support

- Plan to schedule midpoint check-ins or informal feedback conversations.



Offboarding & Future Planning

- Conduct an exit discussion or wrap-up reflection.
- Consider future placements or potential hiring opportunities.



Additional Notes