

# Career Connects

Co-op and Internship Employer User Guide



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#### Logging into Career Connects

## (Current Mount Co-op Employers) Logging on for the first time If you have posted a job with the Mount Co-op Office in the past, please login for the first time using these instructions.

- 1. Use Google Chrome or Firefox to visit <a href="https://careerconnects.msvu.ca/home.htm">https://careerconnects.msvu.ca/home.htm</a> to login into Career Connects
- 2. Click on "Login" at the top of the page
- 3. Click on "Employer" from the list of user types
- 4. When you first login, click on "Forgot your password? Click here to reset" to reset your password
- 5. Enter your email address in the "Your Login ID" field (use the email address that receives our recruitment emails). Your email address will be your user name for Career Connects
- 6. Click on "Email Reset Password Link"
- 7. The reset code will be sent to your email account. It may take up to 5 minutes to receive the email with the reset code. Click on the link in your email to reset your password.
- 8. You should now be able to log into Career Connects using your email address and your new password

### (New Mount Co-op Employers) Logging on for the first time If you have never posted a position before, please login using these instructions.

- 1. Use Google Chrome or Firefox to visit <a href="https://careerconnects.msvu.ca/home.htm">https://careerconnects.msvu.ca/home.htm</a> to login into Career Connects
- 2. Click on "EMPLOYER REGISTRATION" in the top right hand corner of the page
- 3. Fill out the employer registration form
- 4. Click "continue"
- 5. This will bring you to your "Dashboard" which features important dates and any offers you have made to students (once your job has closed and interviews are completed)
- 6. If you want to post your position right away, **do not log out**, simply follow the instructions on page 4 of this manual "Posting a Brand New Position". Note if you log out you will not be able to log back in until your registration has been approved by a co-op staff member (this takes about 1 business day)
- 7. Once your registration has been approved you will be able to log into Career Connects using your email address and your new password

#### Resetting your Password

If you have forgotten your password, we are no longer able to modify or change your password for you. To reset your password:

- 1. Click on "Login" at the top of the page
- 2. Click on "Employer" from the list of user types
- 3. When you first login, click on "Forgot your password? Click here to reset" to reset your password
- 4. Enter your email address in the "Your Login ID" field (use the email address that receives our recruitment emails). Your email address will be your user name for Career Connects
- 5. Click on "Email Reset Password Link"
- 6. A reset link will be sent to your email account. It may take up to 5 minutes to receive the email with the link. Click on the link in your email to reset your password.
- 7. You should now be able to log into Career Connects using your email address (using <u>all</u> lower case letters) and your new password

#### Posting a Position from a Previous Term

If you or a member of the co-op team has posted a position in Career Connects in the past, you can retrieve a past posting, edit and repost for the current term. To do this:

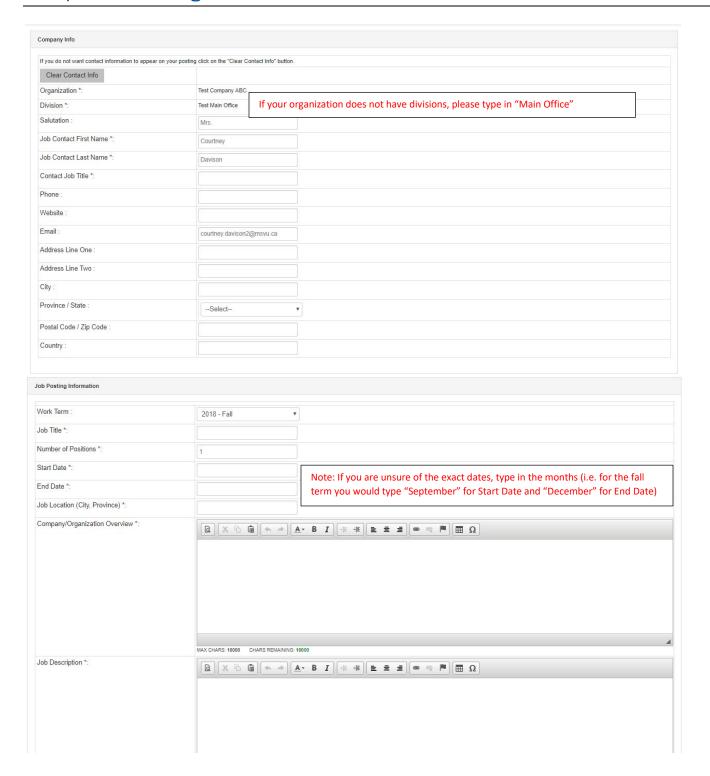
- 1. Click on the three horizontal lines in the top left hand corner of the screen
- 2. Click on "Dashboard"
- 3. Click on the blue button "Post a job" at the top of the page
- 4. Select "Co-op Job Postings"
- 5. Select the job from "My Previous Postings"
- 6. Select "Repost and Edit Posting"
- 7. Select the correct term from "Term to post to" drop down menu
- 8. Select your application deadline
  - a. Select 12:00 PM (noon) as the application deadline time
- 9. Click the blue button "Repost"
- 10. Update your posting, please ensure:
  - a. You update the start and end dates
  - b. Confirm the salary is correct
  - c. Confirm the funding information is correct
- 11. Click on blue button "Submit Posting for Approval"
- 12. A confirmation email will be sent to you, letting you know your position was received and that we will contact you with an update within 1 2 business days.
  - a. Note: If you do not receive a confirmation email, please contact co-opjobs@msvu.ca.

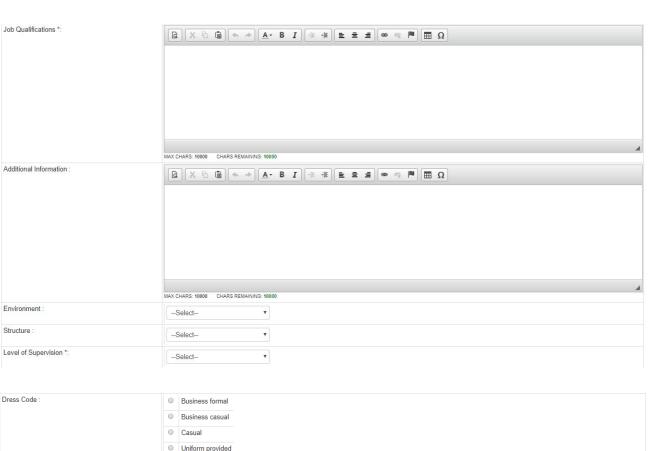
#### Posting a Brand New Job

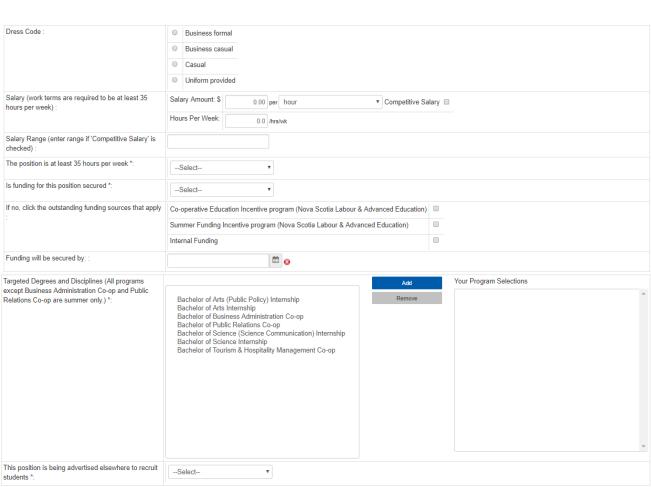
If you do not have any saved positions on Career Connects and this is your first time posting a position, please follow these instructions:

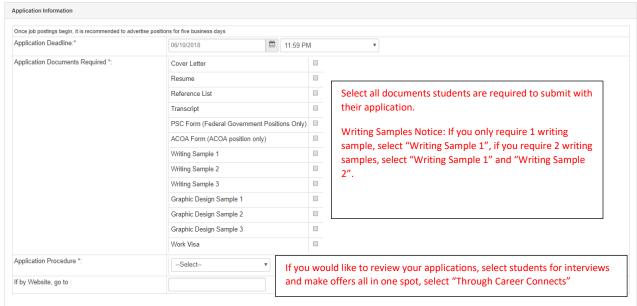
- 1. Click on the three horizontal lines in the top left hand corner of the screen
- 2. Click on "Dashboard"
- 3. Click on the blue button "Post a Job" at the top of the page
- 4. Select "Co-op Job Postings"
- 5. Fill out the form to post your job (see sample Job Posting Form in table of contents for tips on how to fill this out correctly), a couple tips when filling out the form:
  - a. Division: If your organization does not have divisions, please type in "Main Office"
  - b. **Start and End Date:** If you are unsure of the exact dates type in the months (i.e. for the fall term you would type "September" for start date and "December" for end date)
  - c. **Application Documents Required:** Select all documents students are required to submit with their application.
    - i. Writing Samples: If you only require 1 writing sample, select "Writing Sample 1" if you require 2 writing samples, select "Writing Sample 1" and "Writing Sample 2".
- 6. Note: You can select "Preview Posting" to review your information before submitting for approval
- 7. Click on blue button "Submit Posting for Approval"
- 8. A confirmation email will be sent to you, letting you know your position was received and that we will contact you with an update within 1 2 business days.
  - a. Note: If you do not receive a confirmation email, please contact co-opjobs@msvu.ca.

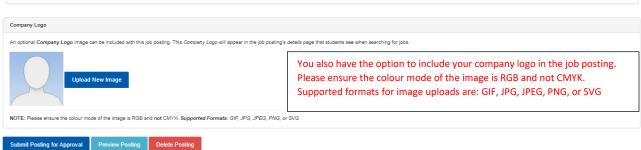
#### Sample Job Posting Form











#### Making Edits to your Current Job Posting

If you would like to make edits to your current job posting:

- 1. Click on the three horizontal lines in the top left hand corner of the screen
- 2. Click on "Dashboard"
- 3. Click on the grey tab "Job Postings"
- 4. Click on the blue button "View" that corresponds with the job posting you would like to edit
- 5. At the top of the page, click on "Edit Posting Details"
- 6. Make your edits
- 7. Scroll to the bottom and click on "Submit Changes for Approval"
- 8. The Employer Liaison will review and re-approve for Mount students. If you would like, you can also email them to advise of the changes you have made.

#### Extending the Application Deadline of your Job Posting

If you would like to extend the application deadline please email the Employer Liaison at <u>co-opjobs@msvu.ca</u> to do this. They will ensure your deadline is extended rather than reposted.

#### **Reviewing Applications**

After your job posting deadline has passed you will be able to review your applications. To do this:

- 1. Click on the three horizontal lines in the top left hand corner of the screen
- 2. Click on "Dashboard"
- 3. Click on the "Job Postings" tab near the top of the page
- 4. In the "Saved Filters" drop down, select "Current Postings"
- 5. Click on the small blue button "view app(s)" to view the student applications
- 6. Click on the blue circle with three white dots in the bottom right hand corner of the page and select "Applications Options"
- 7. Select "Download All Applications"
- 8. Click on the blue button "Options" and select "Download Bundle"
- 9. From here, you can download the package to share with your co-workers

#### Selecting Students to Interview

Once you have reviewed your applications and know who you would like to interview:

- 1. Complete steps one through five in "Reviewing Applications" on previous page
- 2. For each student change their "Application Status" in the spreadsheet at the bottom of the page to either "Selected for Interview" or "Not Selected for Interview"
- 3. Click on the blue circle with three white dots in the bottom right hand corner of the page and select "Interview Options"
- 4. Select "Create an interview schedule"
- 5. Select location (on campus, virtual or off campus at your office)
- 6. Select your method\*, click "next"
- 7. Review the list of students you have selected to interview and make any necessary edits, click "next"
- 8. Input your preferred interview date, start time, length and number of breaks\*\*, click "next"
  - a. \*\*If you do not wish to take any breaks, leave this drop down blank
- 9. Input your information in the required fields, click "next"
- 10. If you have any special instructions (i.e. writing test, bring writing samples) please include in the appropriate instruction boxes (staff or interviewees) on this page, click "next"
  - a. If you have a writing test associated with your interview, please email it to co-opjobs@msvu.ca
- 11. If you are interviewing off campus, please put the address of the interview location in "Off Campus Location Instructions"
- 12. Click "Next"
- 13. Confirm your interview details and click "Finish"
- 14. To check on who has signed up for your interviews:
  - a. Click on the three horizontal lines in the top left hand corner of the page
  - b. Click on "Dashboard"
  - c. Click on the "Interviews" tab near the top of the page
  - d. Click on the blue button "view" for the job posting you have arranged interviews for
  - e. At the bottom of the page you will be able to see your interview list once students start to sign up

Note: If you need to change the date or time(s) of your interview(s) please contact co-opjobs@msvu.ca

#### Making an Offer

Once your interviews are complete, you can submit your ranking form via Career Connects. To do this:

- 1. Click on the three horizontal lines in the top left hand corner of the page
- 2. Click on "Dashboard"
- 3. Click on the blue button "Create Ranking Offers" near the bottom of the page
- 4. Select the position that you would like to make an offer for by clicking the blue button "Submit Rankings"
- 5. Under "Interview Feedback", for each student please provide any feedback you would like to share with the student
- 6. Under "Ranking" select the number you would like to rank each student
  - a. Select "Not Ranked" if you are not willing to hire the student
- 7. Under "Salary", input the salary for each student that you have ranked
- 8. Under "Payment Frequency" select the correct payment frequency based on the salary number
- 9. Under "Location", input the location (address) the student will be working
- 10. Click on the blue button "Save Rankings" near the bottom of the page

**Note:** The Co-op Office will release job offers to the top ranked student within one business day. The student will have 24 business hours to accept or decline. The Co-op Office will follow up with you once the student has confirmed. If the top ranked student declines or is no longer available, the Co-op Office will release the job offer to the second ranked student.