Career Connects

Co-op and Internship Employer User Guide

MOUNT SAINT VINCENT UNIVERSITY

CO-OPERATIVE EDUCATION

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If you have any questions about this document or Career Connects please call 902-457-6493 or email
co-opjobs@msvu.ca

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 https://careerconnects.msvu.ca/home.htm 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 https://careerconnects.msvu.ca/home.htm 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

Company Info

If you do not want contact information to appear on your posting click on the "Clear Contact Info" button.

Clear Contact Info

Organization *:	Test Company ABC
Division *:	Test Main Office
Salutation :	Mrs.
Job Contact First Name *:	Courtney
Job Contact Last Name *:	Davison
Contact Job Title *:	
Phone :	
Website :	
Email :	courtney.davison2@msvu.ca
Address Line One :	
Address Line Two :	
City :	
Province / State :	--Select--
Postal Code / Zip Code :	
Country :	

If your organization does not have divisions, please type in "Main Office"

Job Posting Information

Work Term :	2018 - Fall
Job Title *:	
Number of Positions *:	1
Start Date *:	
End Date *:	
Job Location (City, Province) *:	
Company/Organization Overview *:	

Note: 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)

MAX CHARS: 10000   CHARS REMAINING: 10000

Job Description *:

Job Qualifications *:		
	MAX CHARS: **10000** CHARS REMAINING: **10000**	
Additional Information :		
	MAX CHARS: **10000** CHARS REMAINING: **10000**	
Environment :	--Select-- ▼	
Structure :	--Select-- ▼	
Level of Supervision *:	--Select-- ▼	

Dress Code :	◯ Business formal	
	◯ Business casual	
	◯ Casual	
	◯ Uniform provided	
Salary (work terms are required to be at least 35 hours per week) :	Salary Amount: $ [0.00] per [hour ▼] Competitive Salary ☐	
	Hours Per Week: [0.0] /hrs/wk	
Salary Range (enter range if 'Competitive Salary' is checked) :	[ ]	
The position is at least 35 hours per week *:	--Select-- ▼	
Is funding for this position secured *:	--Select-- ▼	
If no, click the outstanding funding sources that apply :	Co-operative Education Incentive program (Nova Scotia Labour & Advanced Education)	☐
	Summer Funding Incentive program (Nova Scotia Labour & Advanced Education)	☐
	Internal Funding	☐
Funding will be secured by: :	[ ] 📅 ⊗	

Targeted Degrees and Disciplines (All programs except Business Administration Co-op and Public Relations Co-op are summer only.) *:	Bachelor of Arts (Public Policy) Internship Bachelor of Arts Internship Bachelor of Business Administration Co-op Bachelor of Public Relations Co-op Bachelor of Science (Science Communication) Internship Bachelor of Science Internship Bachelor of Tourism & Hospitality Management Co-op	Add / Remove	Your Program Selections
This position is being advertised elsewhere to recruit students *:	--Select-- ▼		

Application Information

Once job postings begin, it is recommended to advertise positions for five business days

| Application Deadline:* | 06/10/2018 📅 | 11:59 PM ▼ |

Application Documents Required *:

Cover Letter	☐	
Resume	☐	
Reference List	☐	
Transcript	☐	
PSC Form (Federal Government Positions Only)	☐	
ACOA Form (ACOA position only)	☐	
Writing Sample 1	☐	
Writing Sample 2	☐	
Writing Sample 3	☐	
Graphic Design Sample 1	☐	
Graphic Design Sample 2	☐	
Graphic Design Sample 3	☐	
Work Visa	☐	

Select all documents students are required to submit with their application.

Writing Samples Notice: 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".

| Application Procedure *: | --Select-- ▼ |

If you would like to review your applications, select students for interviews and make offers all in one spot, select "Through Career Connects"

| If by Website, go to : | |

Company Logo

An optional *Company Logo* image can be included with this job posting. This *Company Logo* will appear in the job posting's *details page* that students see when searching for jobs.

Upload New Image

You also have the option to include your company logo in the job posting. Please ensure the colour mode of the image is RGB and not CMYK. Supported formats for image uploads are: GIF, JPG, JPEG, PNG, or SVG

NOTE: Please ensure the colour mode of the image is RGB and **not** CMYK. *Supported Formats: GIF, JPG, JPEG, PNG, or SVG*

Submit Posting for Approval **Preview Posting** **Delete Posting**

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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

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.