



# Career Connects

[careerconnects.msvu.ca](http://careerconnects.msvu.ca)



## Employer User Guide

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If you have any questions about this document or Career Connects please call 902-457-6493 or email [Cynthia.black@msvu.ca](mailto:Cynthia.black@msvu.ca)

# Logging into Career Connects

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## (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 the “login now” button
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 (using all lower case letters) 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 Code”
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
8. Complete the required fields in steps 2 – 4 to create your own password and complete the process by checking the box next to “I’m not a robot”
9. You should now be able to log into Career Connects using your email address (using all lower case letters) 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
  - a. When entering in your email address, use only lower case letters
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 (using all lower case letters) and your new password

## Posting a Position from a Previous Term

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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 “Dashboard” in the left hand column
2. Click on the blue button “Post a job” at the top of the page
3. Select “Co-op Job Postings”
4. Select the job from “My Previous Postings”
5. Select “Repost and Edit Posting”
6. Select the correct term from “Term to post to” drop down menu
7. Select your application deadline
  - a. Select 12:00 PM (noon) as the application deadline time
8. Click the blue button “Repost”
9. 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
10. Click on blue button “Submit Posting for Approval”
11. 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 [Cynthia.black@msvu.ca](mailto:Cynthia.black@msvu.ca)

## Posting a Brand New Job

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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 “Dashboard” in the left hand column
2. Click on the blue button “Post a Job” at the top of the page
3. Select “Co-op Job Postings”
4. Fill out the form to post your job (see sample Job Posting Form 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”.
5. Note: You can select “Preview Posting” to review your information before submitting for approval
6. Click on blue button “Submit Posting for Approval”
7. 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 [Cynthia.black@msvu.ca](mailto:Cynthia.black@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. |                           |
| <input type="button" value="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 *: | <div style="border: 1px solid gray; padding: 5px;"><p>MAX CHARS: 10000 CHARS REMAINING: 10000</p></div> |
| Job Description *:               | <div style="border: 1px solid gray; padding: 5px;"><p>MAX CHARS: 10000 CHARS REMAINING: 10000</p></div> |

**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)**

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: \$  per  Competitive Salary

Hours Per Week:  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.) \*:

|  |                                 |   |
|--|---------------------------------|---|
| <p>Bachelor of Arts (Public Policy) Internship<br/>         Bachelor of Arts Internship<br/>         Bachelor of Business Administration Co-op<br/>         Bachelor of Public Relations Co-op<br/>         Bachelor of Science (Science Communication) Internship<br/>         Bachelor of Science Internship<br/>         Bachelor of Tourism &amp; Hospitality Management Co-op</p> | <p><b>Add</b></p> <p>Remove</p> | <p>Your Program Selections</p> <div style="border: 1px solid gray; height: 150px;"></div> |
|--|---------------------------------|---|

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                                 | <input type="checkbox"/> |
| Resume                                       | <input type="checkbox"/> |
| Reference List                               | <input type="checkbox"/> |
| Transcript                                   | <input type="checkbox"/> |
| PSC Form (Federal Government Positions Only) | <input type="checkbox"/> |
| ACOA Form (ACOA position only)               | <input type="checkbox"/> |
| Writing Sample 1                             | <input type="checkbox"/> |
| Writing Sample 2                             | <input type="checkbox"/> |
| Writing Sample 3                             | <input type="checkbox"/> |
| Graphic Design Sample 1                      | <input type="checkbox"/> |
| Graphic Design Sample 2                      | <input type="checkbox"/> |
| Graphic Design Sample 3                      | <input type="checkbox"/> |
| Work Visa                                    | <input type="checkbox"/> |

Application Procedure \*: --Select--

If by Website, go to :

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".

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

[Submit Posting for Approval](#)
[Preview Posting](#)
[Delete Posting](#)

## Reviewing Applications

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

1. Click on “Dashboard” in the left hand column
2. Click on the “Job Postings” tab near the top of the page
3. In the “Saved Filters” drop down, select “Current Postings”
4. Click on the small blue button “view app(s)” to view the student applications
5. Click on the blue button “Applications Options” near the top of the page
6. Select “Download All Applications”
7. Click on “Application Options” again
8. Select “View Application Bundle”
9. Click on the blue button “Options” at the bottom of the page
10. Select “Download Bundle”

## Sharing the Applications with your Co-Worker(s)

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If you would like to share the application package you will need to download or email the application bundle, to do this:

1. Click on “Co-op and Internship” on the left side tool bar
2. Click on “Applications” on the same left side tool bar
3. Click on the blue button “View” next to the 2018-Fall co-op position
4. Click on the “Application Options” blue drop down menu towards the top of the page
5. Select “Create Custom Application Bundle”
6. Check the box at the top of the list of applicants to select all records
7. Click on “Create an Application Bundle”
8. Click on the blue button “Options” and you can select to download or email the bundle



## Selecting Students to Interview

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

1. Complete steps one through four 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 button “Interview Options” near the top of the page
4. Select “Create an interview schedule”
5. Select location (on campus or at your office)
6. Select your method\*, click “next”
  - a. \*”On campus – Skype” and “On Campus – Telephone” both mean the student will come to our office to meet with you via Skype or Telephone. This does not mean you will come to campus.
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 [cynthia.black@msvu.ca](mailto:cynthia.black@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 “Dashboard” in the left hand column
  - b. Click on the “Interviews” tab near the top of the page
  - c. Click on the blue button “view” for the job posting you have arranged interviews for
  - d. 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 [Cynthia.black@msvu.ca](mailto:Cynthia.black@msvu.ca)

## Making an Offer

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

1. Click on “Dashboard” in the left hand column
2. Click on the blue button “Create Ranking Offers” near the bottom of the page
3. Select the position that you would like to make an offer for by clicking the blue button “Submit Rankings”
4. Under “Interview Feedback”, for each student please provide any feedback you would like to share with the student
5. 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**
6. Under “Salary”, input the salary for each student that you have ranked
7. Under “Payment Frequency” select the correct payment frequency based on the salary number
8. Under “Location”, input the location (address) the student will be working
9. 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.