
Learning today; leading tomorrow Hire a winter 2019 co-op student



Do you have projects that require additional support to complete? Do you have a new position to test? Are you interested in mentoring a student? Hire a Mount **public relations or business administration co-op student** for the winter 2019 term (January to April).



Hiring a student is easy!

If you are interested in hiring a co-op student, logon to Career Connects (careerconnects.msvu.ca) to register as an employer or login to your existing account and post your position for students. (Note: your email address is your user name.) A member of the Co-op Team will review the posting, offer any feedback if required and release the job posting to students. We can provide you with a template and sample job postings if required.

Many co-op students seeking work terms in the winter are third year students who have previously completed one work term. Co-op work terms must be at least 35 hours per week for a minimum of 13 weeks; all co-op positions are paid positions.

To post a co-op position:

Login to the Career Connects co-op portal. Career Connects allows you to submit a job posting, review your application package when the position closes, submit an interview shortlist and rank students following interviews. You can view the Career Connects Employer User Guide for more information (see attached).

If you are a returning employer login to Career Connects using your email address. Forgot your password? No problem, you can find out how to reset your password in the Career Connects Employer User Guide. New employers can create a Career Connects account by following the steps on page 2 of the attached Career Connects Employer User Guide.

We can assist you with accessing your Career Connects account and posting a position for students. Please do not hesitate to connect with us if you require any assistance.

The deadline to be included in the first round of job posting for the winter 2019 term is Wednesday, September 12, 2018.

Appendix 21c: Winter 2019 Employer Recruitment Email

Important dates:

Wednesday, September 12 - deadline to submit your job posting to be included in the first round of postings
Friday, September 14 - deadline to apply for winter 2019 Co-operative Education Incentive funding program (NS employer only)
Monday, September 17 - first round of jobs posted for all students
Monday, October 1 - application deadline for first round of job postings at 12 noon
Tuesday, October 2 - ongoing job postings begin
Wednesday, October 10 to Friday, October 12 - first days of interviews
Friday, October 12 - job offers received from interviews held October 10 - 12 are released to students at 3pm

Interview and job offer process

All interviews arranged Wednesday, October 10 to Friday, October 12 must be held on-campus, or via phone or Skype. Students who receive offers that day will have until end of business day on Monday, October 15 to respond to offers.

Starting Monday, October 15, interviews may be held off campus. Also, starting Monday, October 15 job offers will be extended to students as soon as the Co-op Office receives them. Students will have one business day to make a decision on offers.

Click on the links below for more information.

Contact us

We've been building relationships with exceptional employer partners like you for 40 years; please contact the Co-op Office today to post your position or to discuss the Mount's co-op program and it's benefits to your organization. Email Cynthia Black, Employer Liaison at cynthia.black@msvu.ca.



msvu.ca/co-op | careerconnects.msvu.ca

Winter 2019 Recruitment



Co-op Employer Centre



Co-op Incentive Funding
(Nova Scotia employers only)



Co-op Newsletter

