Career Connects

Co-op and Internship Employer User Guide

MOUNT SAINT VINCENT UNIVERSITY

CO-OPERATIVE EDUCATION

Table of Contents

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
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. Login with your email and password. If you do not know your password follow the directions "resetting your password on the next page"

New Mount Co-op Employers
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** at the top 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 **Employer Registration** at the top of the page

2. Select **Forgot Password**

3. Enter your email address under Your Login ID **(use the email address that receives our recruitment emails)**. Your email address will be your user name for Career Connects

4. Click on **Email Reset Password Link**

5. 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.

6. 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 **Co-op & Internship** in the left-hand column

2. Select the **Job Postings**

3. Select **Repost** for the job you wish to post

4. Select **Report and Edit Posting**

5. Input the correct term in the drop-down menu

6. Select your application deadline
   a. Select **12:00 PM (noon) as the application deadline time**

7. Click **Repost**

8. 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**

9. Click **Submit Posting for Approval**

10. 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 **Co-op & Internship** in the left-hand column

2. Select the **Job Postings**

3. Click on **Post a Job** at the top of the page

4. Select **Post a New Job**

5. Fill out the form to post your job, below you can find some 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. Click on **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 co-opjobs@msvu.ca.

Making Edits to your Current Job Posting

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

1. Click on **Co-op & Internship** in the left-hand column

2. Select the **Job Postings**

3. Select **view** for the position you want to update

4. Click on the circle with three dots in the bottom right hand corner

5. Select **Posting Options**

6. Select **Edit Posting Details**

7. Complete your revisions

8. Scroll to the bottom and click **Submit Posting for Approval**

9. 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 co-opjobs@msvu.ca 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 **Co-op & Internship** in the left-hand column

2. Select the **Job Postings**

3. Click on **View** for the correct job posting

4. Click on **Applications** (it is a grey tab near the top of the page)

5. Click on the circle in the bottom right hand corner of the page and select **Applications Options**

6. Select **Download All Applications**

7. Click on **Options** (a blue button) and select **Download Bundle**

8. From here, you can download the package to review and share with your co-workers

Selecting Students to Interview

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

1. Click on **Co-op & Internship** in the left-hand column

2. Select the **Job Postings**

3. Click on **View** for the correct job posting

4. Click on **Applications** (it is a grey tab near the top of the page)

5. Change each applicant's status to either **Selected for Interview** or **Not Selected for Interview**

6. Click on the circle in the bottom right hand corner of the page and select **Interview Options**

7. Select **Create an interview schedule**

8. **Select location (on campus or off campus)**

    a. Note: If you are interviewing via video conference, telephone or at your office select "off campus"

    b. Note: If you would like to interview at the Mount's Co-op Office select "on campus"

9. Select your **method**, click **next**

10. Review the list of students you have selected to interview and make any necessary edits, click **next**

11. 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

12. Input your information in the required fields, click **next**

13. 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

14. If you are interviewing off campus at your office, please put the address of the interview location in the **Off Campus Location Instructions**

15. Click **Next**

16. Confirm your interview details and click **Finish**

17. To check on who has signed up for your interviews:
    a. Click on **Co-op & Internship** in the left-hand column
    b. Click on **Interviews**
    c. Click **view** for the interview schedule you would like to review

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 **Dashboard** in the left-hand column

2. Click on **View MSVU Co-op Department Ranking** 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 **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.