# **CREATE AN ACCOUNT - POST A JOB**

#### **TARGET OUR CO-OP & PRACTICUM STUDENTS**



## FIRST TIME USER - REGISTRATION INFO

- 1. If you are a first-time user and do not have an account, please register: <a href="https://experience.capilanou.ca/home/landing.htm">https://experience.capilanou.ca/home/landing.htm</a>.
- Choose 'Employer' in the top right corner, then 'Employer Registration' and complete the requested information. Once submitted, your account will be reviewed by a our team. member. Within 2 business days you will be able to post co-op and practicum opportunities by following the steps below.

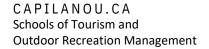
### **ALREADY HAVE AN ACCOUNT WITH US?**

Log in using your Email as your Login ID:

https://experience.capilanou.ca/home/employerpage/employerLogin.htm

- 1. On the left-side navigation bar, navigate to 'Tourism Co-op & Practicum' and then to 'Job Postings'.
- 2.Click on 'Post a Job'.
- 3. Review and accept the 'Terms and Conditions'.
- 4.If you have posted with the CapU Career Hub previously, and there is an old job posting you wish to reuse, click the 'Repost' button and update necessary info such as application deadline, start date, end date etc. Otherwise, click 'Post a Job'.
- 5. Confirm or edit the 'Company Info' contact information as needed.
- 6. Fill in the desired job details under 'Job Posting Information'.









- 7. To target students from specific programs, indicate this by checking the relevant 'Targeted Programs' (multiple selections permitted) under 'Job Posting Information'.
  - Example. You may choose Co-op only or you can choose TMI and Post Bacc for unpaid practicums. Or, you can choose all!
- 8. Under 'Application Method' choose how you wish to receive applications. Select one of the below options: (For options A\* & B, include email addresses where you wish to receive the applications. For option C provide the full link that points to the specific job posting.)

#### **OPTION A:**

Email all applications after the application expired date to the email specified on the posting ...

#### **OPTION B:**

Email each application as students apply to the email specified on the posting ...

#### **OPTION C:**

Through employer website
(Receive direct applications
to your website - be sure to
input the URL to your
website where students can
apply directly)

#### \* FOR OPTION A:

- Applications can be bundled and sent to you in bulk after the application deadline.
- If bundling, be aware there will be a 2-day delay, so please state the application deadline 2 days prior to the date you wish to receive the bulk applications.
  - 9. Fill in the fields under 'Application Information'.
  - 10. Read the **disclaimer statement** and select "**Yes**". If you answer "No", the posting won't be approved.
  - 11. Click 'Preview Posting' to view the final version of your job posting.
  - 12. When ready, click 'Submit Posting for Approval' and wait for approval from CapU's Team.

## **THIS & THAT**

**NEED HELP?** If you have questions or need support, please email tourismwil@capilanou.ca

**WIL at CapU**: Explore other work-integrated learning opportunities connecting you with CapU students from across the university. Enhance your projects with student support and enthusiasm, while giving back to your community. Funding opportunities available. <u>Click here</u> to learn more.

**WORKPLACE SAFETY:** To safeguard our co-op and practicum students, employers are expected to follow the safety measures outlined by WorkSafeBC or regional equivalent.

