Posting a job (employer)

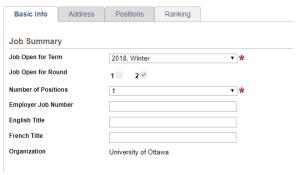
1. Click on **Jobs** in the navigation bar.



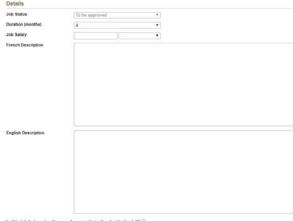
2. Click on New Job.



3. Complete the **Job summary** fields.



4. Complete the **Details** fields.



Is this job being simultaneously posted at other institution(s)? $\hfill \Box$

5. Complete the **Job Qualifications** fields.



6. In the **Options** menu, click on **Submit**.



Reposting a job (employer)

1. Click on **Jobs** in the navigation bar.



Other quick links

Review our hiring process

Phone: 613 562-5741

For more information, see CO-OP Concept and Benefits.

Programs offered (including student salaries)

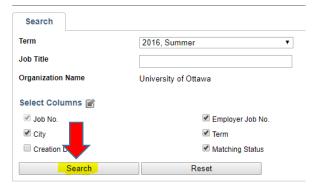
2. Click on Search.

From the dropdown list, select the Term in which the job was originally posted.



4. Click on Search.





Find the number of the desired job in the **Job No.** column and click on it.





In the Options menu, click on Repost Job.



 Select the **New Term** from the dropdown list and, if necessary, change the **Number of Positions** by selecting a number from the dropdown list.

Job 1213 - 2016, Summer

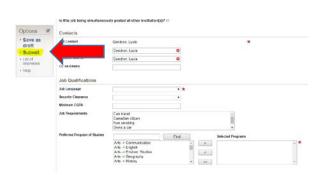


8. In the **Options** menu, click on **Repost**.

9. Make the necessary changes to the fields in the job poster.



10. In the **Options** menu, click on **Submit**.



Find

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