

## Posting a job (employer)

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



2. Click on **New Job**.



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

Basic Info	Address	Positions	Ranking
<b>Job Summary</b>			
Job Open for Term	2018, Winter ▼ *		
Job Open for Round	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/>		
Number of Positions	1 ▼ *		
Employer Job Number	<input type="text"/>		
English Title	<input type="text"/>		
French Title	<input type="text"/>		
Organization	University of Ottawa		

4. Complete the **Details** fields.

Details	
Job Status	To be approved ▼
Duration (months)	4 ▼
Job Salary	<input type="text"/> <input type="text"/> ▼
French Description	<input type="text"/>
English Description	<input type="text"/>
Is this job being simultaneously posted at other institution(s)? <input type="checkbox"/>	

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

Job Qualifications

Job Language: [dropdown]

Security Clearance: [dropdown]

Minimum CGPA: [input]

Job Requirements: [dropdown menu with options: Can travel, Canadian citizen, Non smoking, Owns a car]

Preferred Program of Studies: [dropdown menu with options: Arts -> Communication, Arts -> English, Arts -> Environ. Studies, Arts -> Geography, Arts -> History]

Selected Programs: [dropdown menu]

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

Options: [dropdown menu with options: Save as draft, **Submit**, List of interviews, Help]

Contacts: Lucie Gendron, Lucie Gendron, Lucie Gendron

Job Qualifications: [same as previous screenshot]

## Reposting a job (employer)

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



2. Click on **Search**.



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

### Jobs

Search

Term: 2016, Summer

Job Title:

Organization Name: University of Ottawa

Select Columns

Job No.  Employer Job No.  
 City  Term  
 Creation Date  Matching Status

Search Reset

- Click on **Search**.

### Jobs

Search

Term: 2016, Summer

Job Title:

Organization Name: University of Ottawa

Select Columns

Job No.  Employer Job No.  
 City  Term  
 Creation Date  Matching Status

Search Reset

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

### Jobs

Search Results

Items per page: 50

	Job No.	Employer Job No.	Organization
<input type="checkbox"/>	1	1213	University of Ottawa

Items per page: 50

- In the **Options** menu, click on **Repost Job**.

Options

- List of Interviews
- Print
- Organization
- Contact
- Repost Job
- Help

Stop Impersonating Currently Impersonating: Lucie Gendron

### Job 1213 - 2016, Summer

Search Results Basic Info Address Positions

Summary

Job Number: 1213

Job Open for Term: 2016, Summer \*

Job Open for Round: 1  2

- 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

Search Results Basic Info Address Positions

New Term \*

Number of Positions \*

If you would like to repost this job, click "Repost" in the left menu. If not, click "Close".

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

Options

- Repost
- Close
- Help

Stop Impersonating Currently Impersonating: Lucie Gendron

2013 - 2016, Summer

Search Results Basic Info Address Positions A

New Term [dropdown] \*

Number of Positions [dropdown] \*

If you would like to repost this job, click "Repost" in the left menu. If not, click "Close".

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

Basic Info Address Positions Ranking

Job Summary

Job Open for Term [dropdown] \*

Job Open for Hours [dropdown] \*

Number of Positions [dropdown] \*

Employer Job Number [input]

English Title [input]

French Title [input]

Organization [input] \*

Details

Job Status [dropdown]

Duration (months) [dropdown]

Job Salary [input]

French Description [text area]

English Description [text area]

Is this job being simultaneously posted at other institution(s)? [checkbox]

Contacts

Job Contact [input] \*

Matching Sent to [input]

Resume Sent to [input]

CC on emails [input]

Job Qualifications

Job Language [dropdown] \*

Security Clearance [dropdown]

Minimum CGIA [input]

Job Requirements [input]

Preferred Program of Studies [input] Find Selected Programs [input] \*

Arts -> Communication  
Arts -> English  
Arts -> English, Studies  
Arts -> Geography  
Arts -> History

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

Options

- Save as draft
- Submit
- List of interviews
- Help

Is this job being simultaneously posted at other institution(s)? [checkbox]

Contacts

Job Contact [input] \*

Matching Sent to [input]

Resume Sent to [input]

CC on emails [input]

Job Qualifications

Job Language [dropdown] \*

Security Clearance [dropdown]

Minimum CGIA [input]

Job Requirements [input]

Preferred Program of Studies [input] Find Selected Programs [input] \*

Arts -> Communication  
Arts -> English  
Arts -> English, Studies  
Arts -> Geography  
Arts -> History