

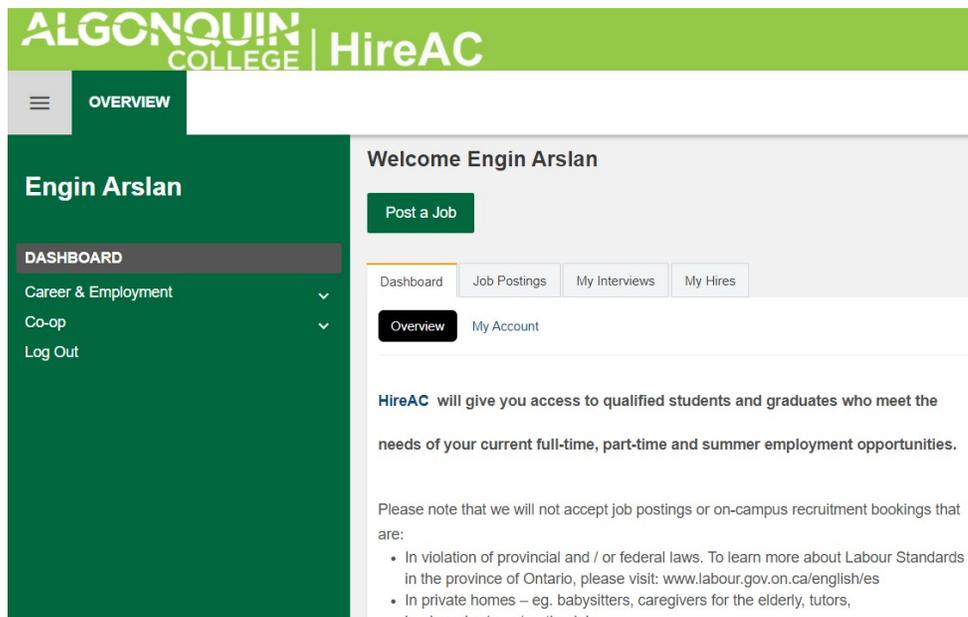
HireAC Co-op Job Posting Guide

Please see below for step-by-step instructions on posting co-op jobs.

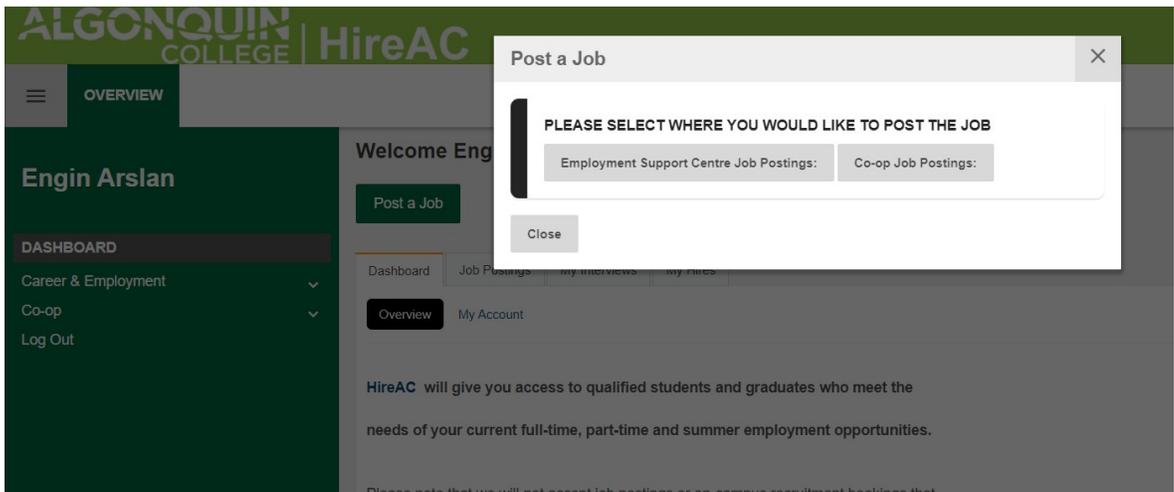
1. Log into HireAC – HireAC.ca



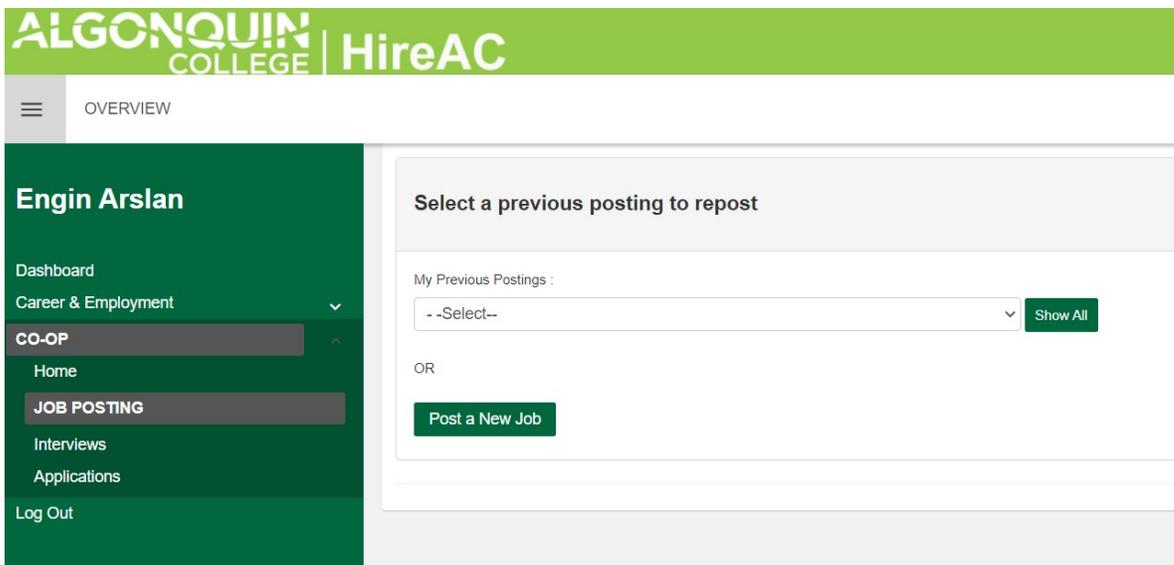
2. Click “Post a Job” from the Dashboard.



3. From there, click “Click Co-op Job Postings” in the pop-up



4. Select the "Post a New Job" option



5. Complete the "Job Posting Information" fields. Your contact details will be brought forward from the information we have on file. If you need to update this information, please email at coopjobs@algonquincollege.com
6. Select your targeted programs. Please select the programs you would like you to recruit from. Once submitted we will we review your job posting to ensure the best programs are selected, if we have any suggestions we will be in touch.

You now have the option to select a program cluster when posting a job. When you select a cluster, the associated programs will appear in the second box. To customize your posting, you can add or remove programs associated with the cluster.

Targeted Programs *:

Arts and Design
Business
Computers and Technology
Construction and Built Environment
Environmental and Applied Sciences
Mechanical / Electrical Engineering and Automation

Add

Remove

Bachelor of Commerce (e-Supply Chain Management)
Building Construction Technician
Business Administration - International Business
Business Administration - Supply Chain and Operations
Business Intelligence System Infrastructure
Cabinetmaking and Furniture Technician
Computer Engineering Technology - Computing
Computer Programming
Computer Systems Technician
Construction Estimating Technician

Add

Remove

Your Cluster Selections

Your Program Selections

7. Select the “Application Delivery” method you prefer.

“We recommend you select the default setting of “Through HireAC “and “Email all applications to the job posting owner after the applications are released”. With this method you will receive one email with a link to all of the applications at once, and it also allows the AC Co-op team to provide assistance during the recruiting and interviewing.

Application Method

Through HireAC

Email Options

Email all applications to the email specified on the posting after the applications are released

Do not email applications

Through Employer Website

Enter URL for website you want students directed to:

8. Complete the “Application Information” fields and click “Submit Posting for Approval”. After submitting the posting, you will get a confirmation email. You will get an additional email once your posting is reviewed and posted by the Co-op Department with information about next steps.

Repost a Job

- 1. Log into HireAC – Click Post a Job from the Dashboard and then select Co-op Job Postings.
- 2. On the drop-down menu, select the job posting you would like to repost.

Select a previous posting to repost

My Previous Postings :

--Select--

OR

Post a New Job

- 3. Step 1 - Click the “Re-post and Edit Posting” option
Step 2 - Complete the Repost details and then click “Repost” and you are done!

STEP 1: Select a repost option

Repost and Edit Posting

STEP 2: Repost Details

Term to post to : 2022 - Winter

App Deadline : 09/14/2021 09:00 AM

Repost Cancel