

# Algonquin College Cooperative Education

## HireAC Co-op Job Posting Instructions



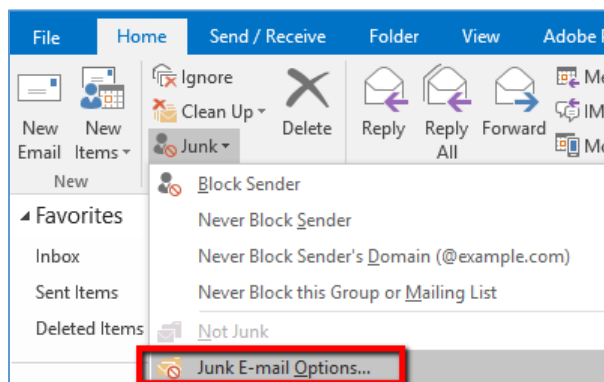
## Table of Contents

Adding Algonquin College as a Safe Sender .....	3
Getting Started .....	6
Retrieve your Password .....	9
Post a New Job .....	10
Reposting a Job .....	15

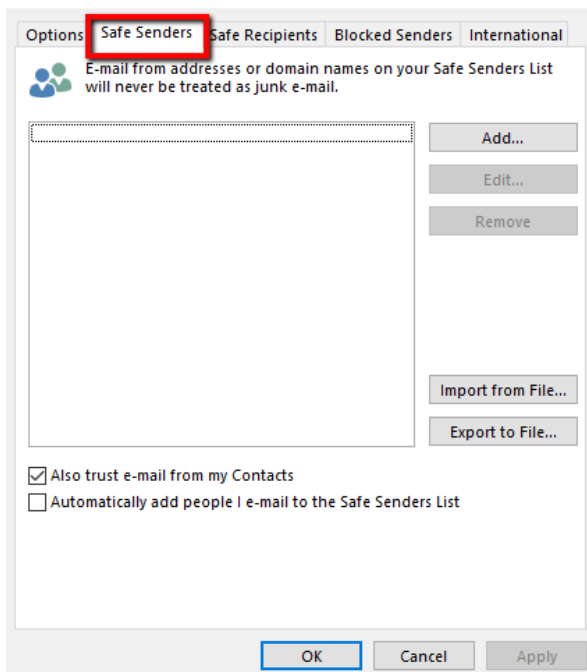
## Adding Algonquin College as a Safe Sender

To ensure you receive all important information from the Algonquin College Cooperative Education Department, please follow the below instructions:

1. On the **Ribbon**, from the **Home** tab, in the **Delete** group, select **Junk**, then **Junk E-mail Options**.

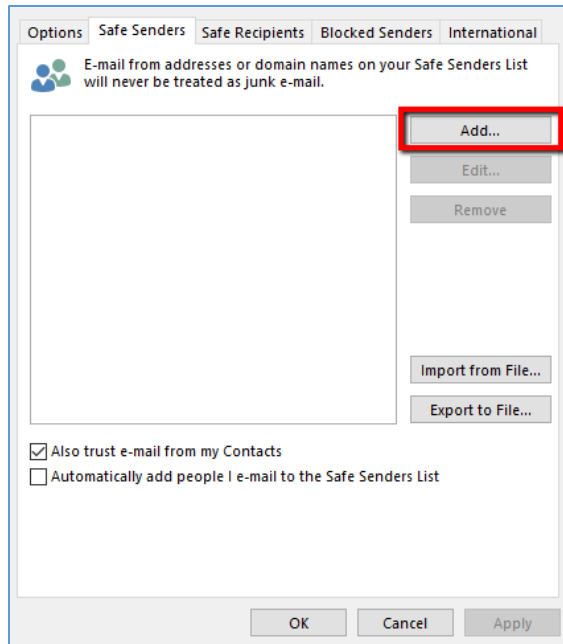


2. Select the **Safe Senders** tab.

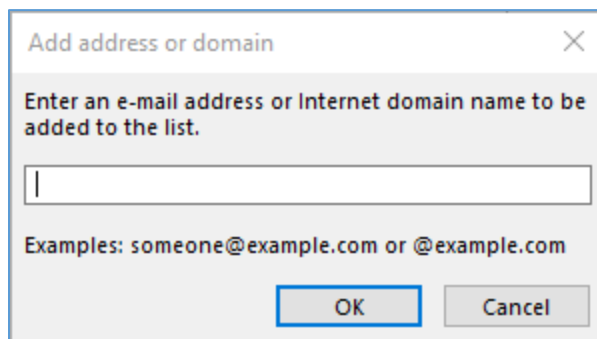


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3. Click **Add**.

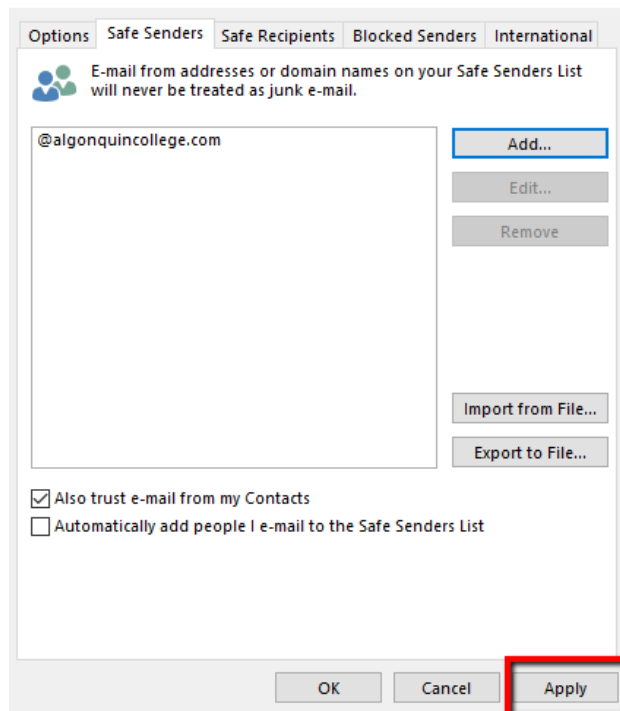


4. In the **Add address or domain** dialog box, type in '@algonquincollege.com', and click **OK**.



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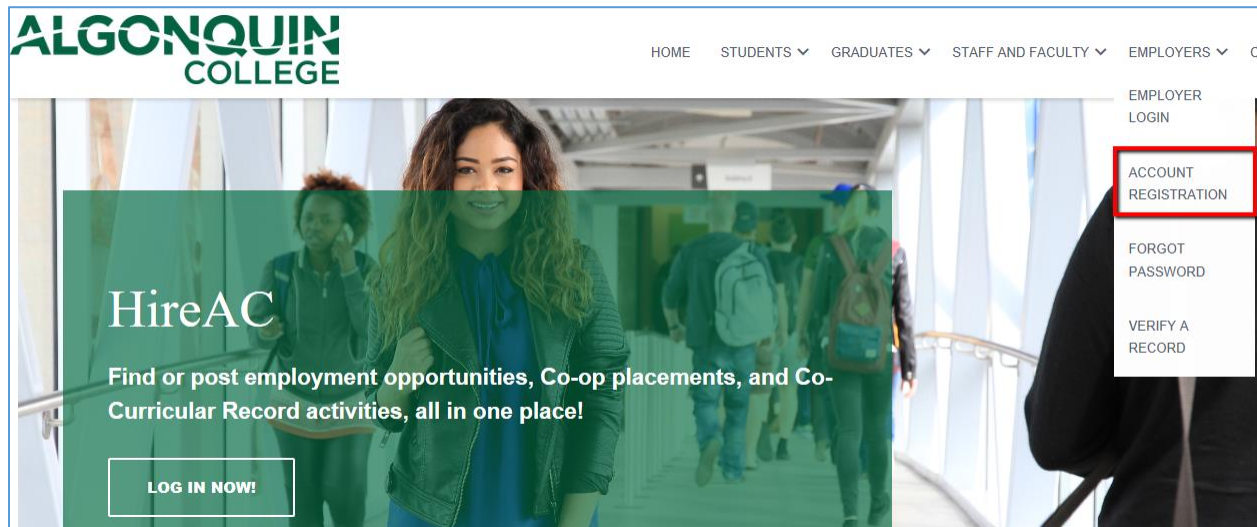
5. In the **Junk E-mail Options** dialog box, click **Apply** to save your changes.



This step is complete! Emails from Algonquin College will now be prevented from automatically going to your Junk E-mail folder.

## Getting Started: First AC Co-op Job Posting

1. If this is your first time posting a job with Algonquin College Co-op, go to [HireAC](#) and click on EMPLOYERS then ACCOUNT REGISTRATION



2. Complete the Organization Information, Division information, and User information fields.

The Employment Support Centre and Cooperative Education

### Registration

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#### Organization Information

NAME\*

#### Division Information

DIVISION NAME\*

### User Information

#### Login Information

EMAIL ADDRESS \*

PASSWORD \*

PASSWORD CHECK \*

FIRST NAME \*

LAST NAME \*

3. Select the services your organization is interested in by clicking the toggle on the right, confirm you are not a robot, and click 'continue'.


#### SERVICES INTERESTED IN (SELECT ALL THAT APPLY)\*

Full-time, part-time, and/or summer Job Postings	<input checked="" type="checkbox"/>
Co-op Job Postings (year-round)	<input type="checkbox"/>
Career Fairs	<input type="checkbox"/>

All ☒

☒

I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

CONTINUE

4. View your registration confirmation, and wait for your activation message that will be emailed to you within 1-2 business days.

## **Registration Confirmation**

Thank you for submitting your registration. A message will be forwarded to your email address once your account has been activated. Registrations are confirmed within 1-2 business days.

We look forward to working with you!  
The Employment Support Centre and Cooperative Education Teams



## To Retrieve your Password

1. Go to [HireAC](#) and click on EMPLOYERS then EMPLOYER LOGIN



2. Click on the Forgot Password prompt

### Employer Login

If you are an employer currently registered on the system proceed using your email address and previously created password.

To register as a new employer on the HireAC system complete the registration form accessible through the "Account Registration" link on the left.

**Forgot Password? Click Here**

EMAIL:

PASSWORD:

3. This is a two step process:

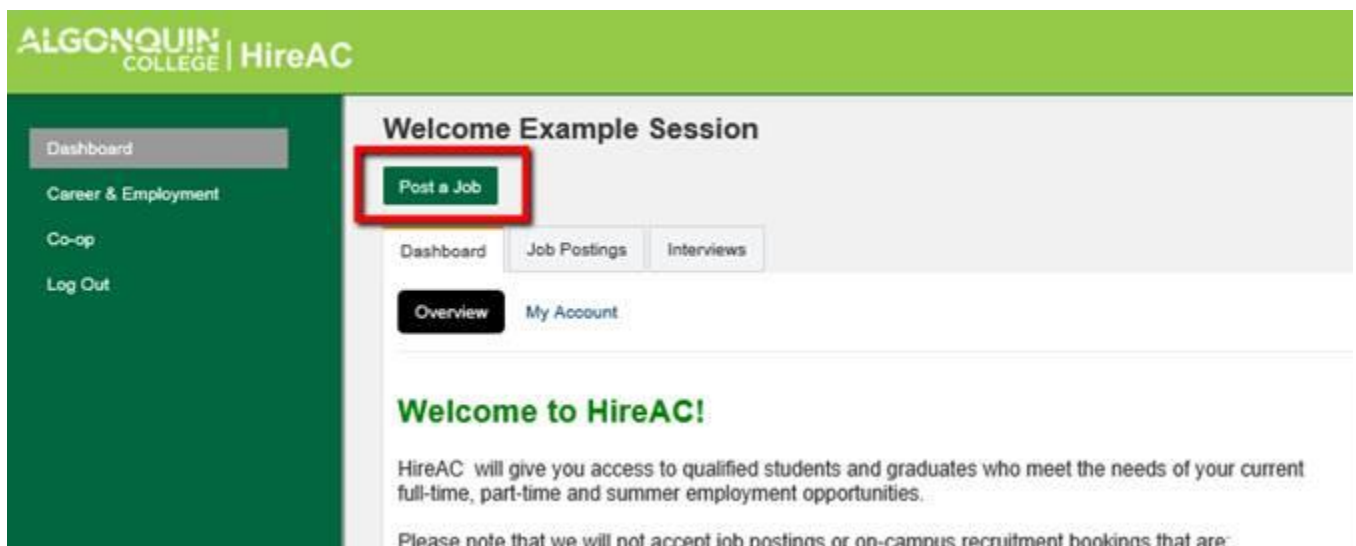
- A) Enter your Login ID to retrieve your email reset code. Please note the reset code may take between 5 and 10 minutes to arrive in your email inbox.
- B) Once you have your reset code, you may continue to step two of the password retrieval.

## Post a New Job

1. [Log in to HireAC.](#)

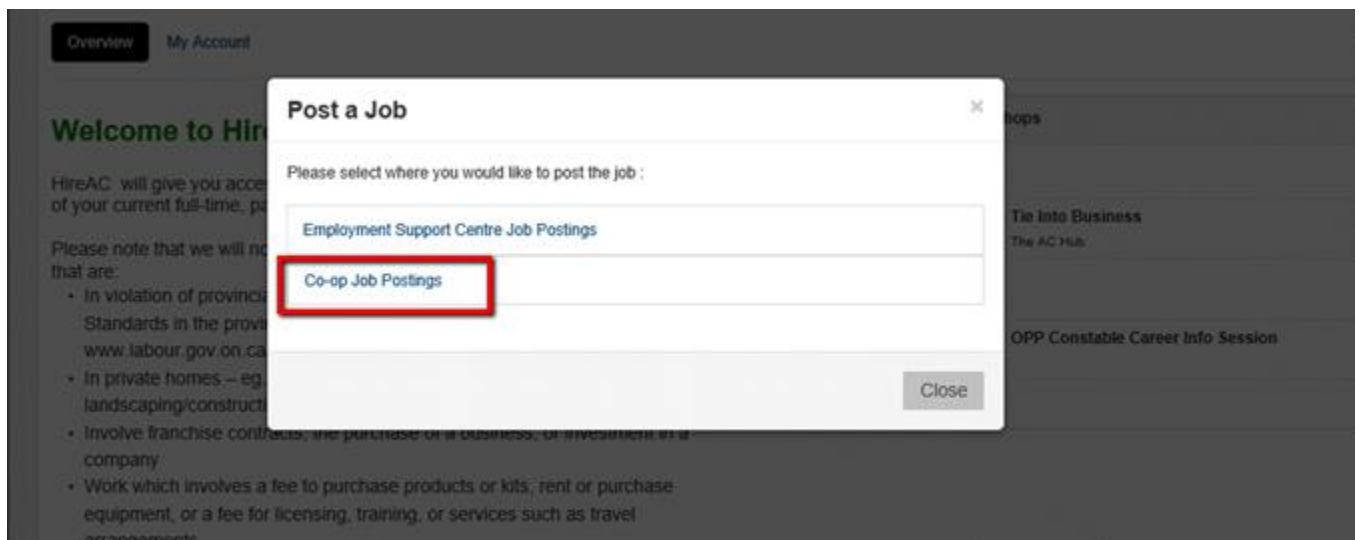


2. Click 'Post a Job' from the dashboard.

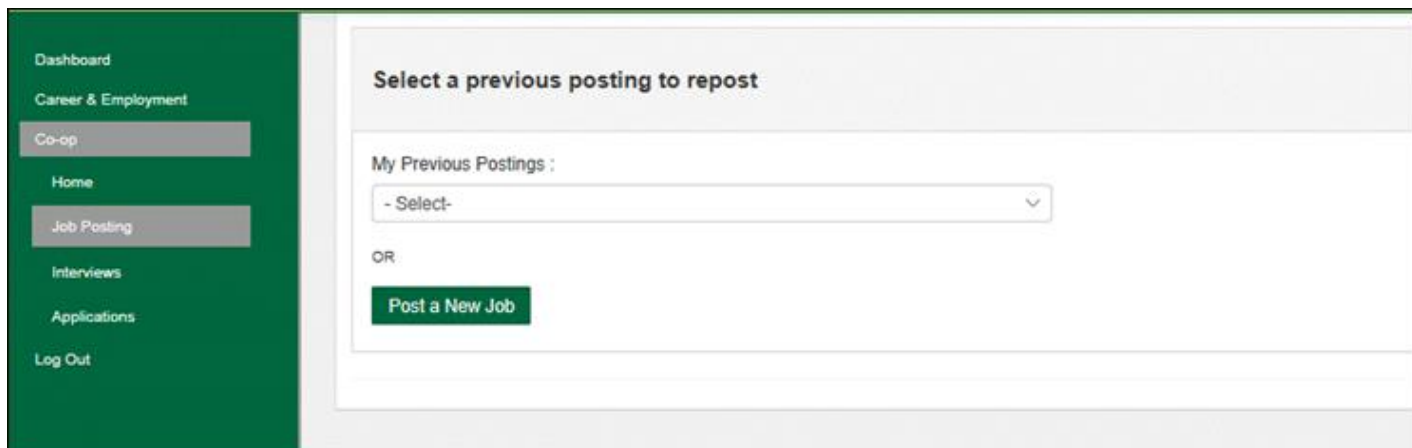


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3. From there, click “Co-op Job Postings” in the pop-up



4. Select the “Post a New Job” option.



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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 [coop@algonquincollege.com](mailto:coop@algonquincollege.com)

Job Posting Information	
Term Posted :	2018 - Spring/Summer
Position Type *:	<input checked="" type="radio"/> Co-op Employment
Job Title *:	
Job Location :	National Capital Region
Job Description :	<div> </div> <div> <p>MAX CHARS: 10000    CHARS REMAINING: 10000</p> </div>
Job Requirements :	
<div> </div> <div> <p>MAX CHARS: 10000    CHARS REMAINING: 10000</p> </div>	
Salary :	<input checked="" type="radio"/> Hourly
Rate of Pay :	
All Degrees and Disciplines :	<input checked="" type="radio"/> No <input type="radio"/> Yes

Targeted Programs :		Your Program Selections
	<div> <div> Add Remove </div> <div> Pembroke - Applied Nuclear Science and Radiation  Pembroke - Business  Pembroke - Computer System Technician  Pembroke - Environmental Technician  Pembroke - Motive Power Technician  Pembroke - Outdoor Adventure Naturalist  Architectural Technician (Fall Intake)  Architectural Technician (Weekend Intake)  Architectural Technician (Winter Intake)  Architectural Technology (Fall Intake)  Architectural Technology (Winter Intake)  Bachelor of Building Science  Bachelor of Building Science (Entry Level 03 - Bridgir  Bachelor of Building Science (Entry Level 05 - Bridgir  Bachelor of Commerce  Bachelor of Hospitality and Tourism Management </div> </div>	

Select your targeted programs below. Please select what programs you would like to recruit from, and we review all job postings to ensure the best programs are selected, if we have any suggestions we will be in touch.

**HireAC**

Targeted Programs :		Your Program Selections
	<div> <div> Add Remove </div> <div> Pembroke - Applied Nuclear Science and  Pembroke - Business  Pembroke - Computer System Technicia  Pembroke - Environmental Technician  Pembroke - Motive Power Technician  Pembroke - Outdoor Adventure Naturalis  Architectural Technician (Fall Intake)  Architectural Technician (Weekend Intak  Architectural Technician (Winter Intake)  Architectural Technology (Fall Intake)  Architectural Technology (Winter Intake)  Bachelor of Building Science  Bachelor of Building Science (Entry Leve  Bachelor of Building Science (Entry Leve  Bachelor of Commerce  Bachelor of Hospitality and Tourism Man </div> </div>	

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6. “Select the “Application Delivery” method\* you prefer.

*\*We recommend the default setting of “through HireAC – Email all applications to the job posting owner aft her applications are released”. This way you will get 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 stages.*

Application Delivery

☒ Through HireAC

Additional Email Options

☒ Email all applications to the job posting owner after the applications are released

☐ Email me each application as students apply  
Enter email address to send to :  
eliciaekirk@gmail.com

☐ None

☐ Through Employer Website  
Enter URL for website you want students directed to:

7. Complete the ‘Application Information’ fields and click ‘Submit Posting for Approval.’

Application Information

Application Deadline\*: 11/11/2015 11:59 PM

Application Documents Required \*: Cover Letter ☒ Resume ☒

Additional Application Information :  
MAX CHARS: 10000 CHARS REMAINING: 10000

Application Form : Upload New File

Number of Positions \*: 1

I would like to see applications from \*: -Select-

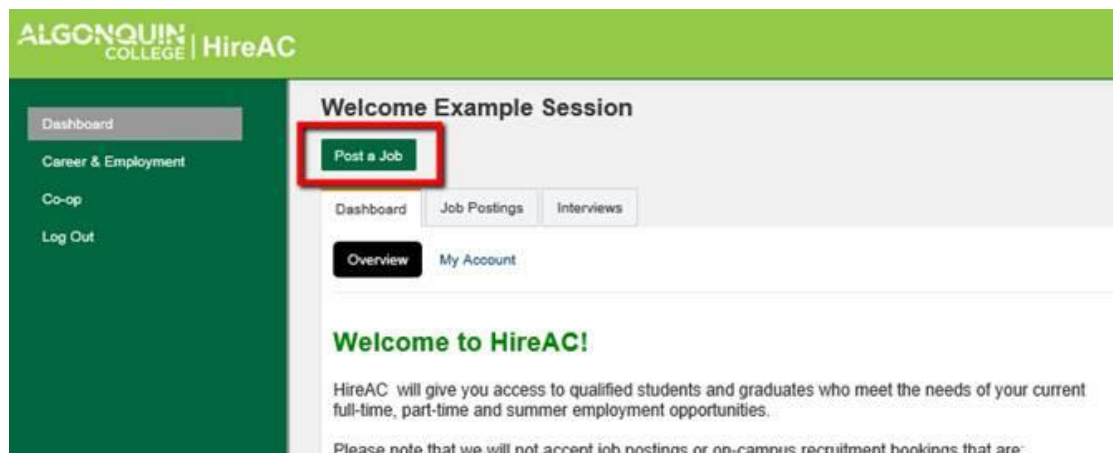
8. After submitting the posting, you’ll get a confirmation of receipt email. You will get an additional email when your posting is reviewed and posted by the co-op department with information about next steps.

## Reposting a Job

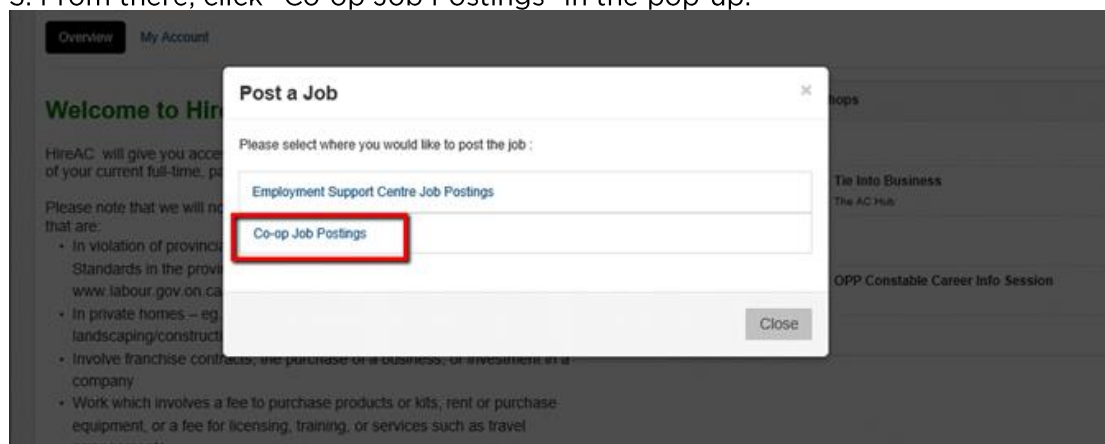
1. Go to [HireAC](#) and click on EMPLOYERS then EMPLOYER LOGIN



2. Click 'Post a Job' from the dashboard.



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





4. Locate the job posting you would like to repost from the “My Previous Postings:” drop-down menu.

The screenshot shows the ALGONQUIN COLLEGE HireAC interface. On the left is a green sidebar with navigation links: Dashboard, Career & Employment, Co-op, Home, Job Posting, Interviews, Applications, Events and Workshops, and Log Out. The main content area is titled 'Select a previous posting to repost'. It features a dropdown menu labeled 'My Previous Postings:' with a red rectangular box around it. The dropdown currently displays '--Select--'. Below the dropdown is the text 'OR' and a green button labeled 'Post a New Job'.

5. Select “Repost and Edit Posting”

The screenshot shows a dialog box titled 'STEP 1: Select a repost option'. Inside, there is a radio button next to the text 'Repost and Edit Posting', which is selected. At the bottom of the dialog, there are two buttons: a green 'Repost' button and a grey 'Cancel' button.

6. Complete the “Repost Details” fields, click Repost and you are done!

The screenshot shows a form titled 'STEP 2: Repost Details'. It contains two main input fields. The first is 'Term to post to:' followed by a dropdown menu showing '--select--'. The second is 'App Deadline:' followed by a date input field containing '12/09/2018', a calendar icon, and a time input field containing '11:59 PM'.



Thank you for participating in the  
Algonquin College Cooperative Education  
program!