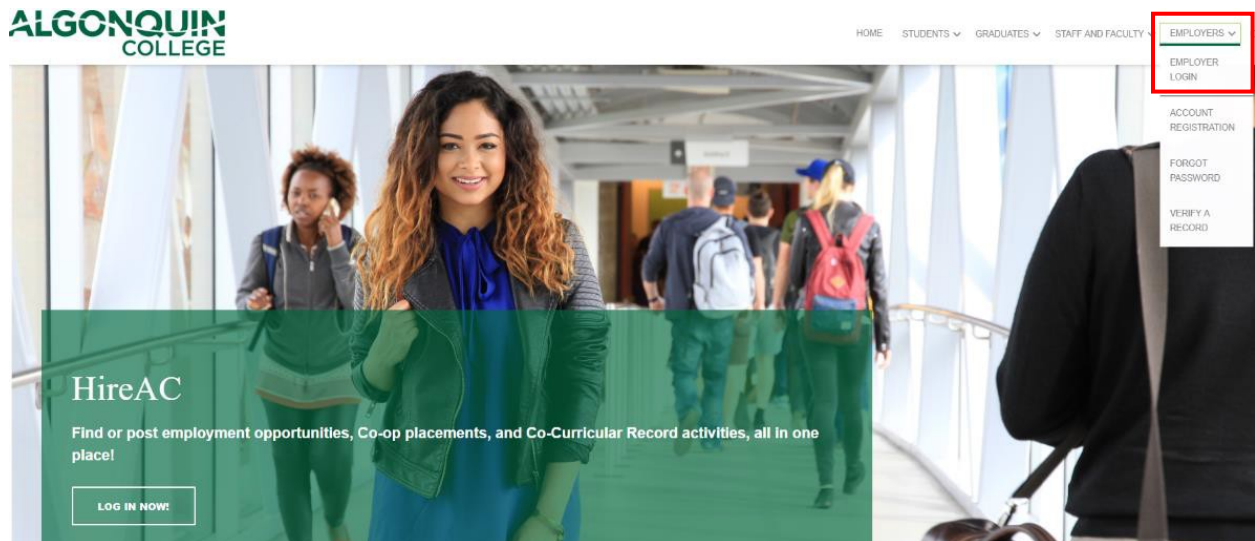


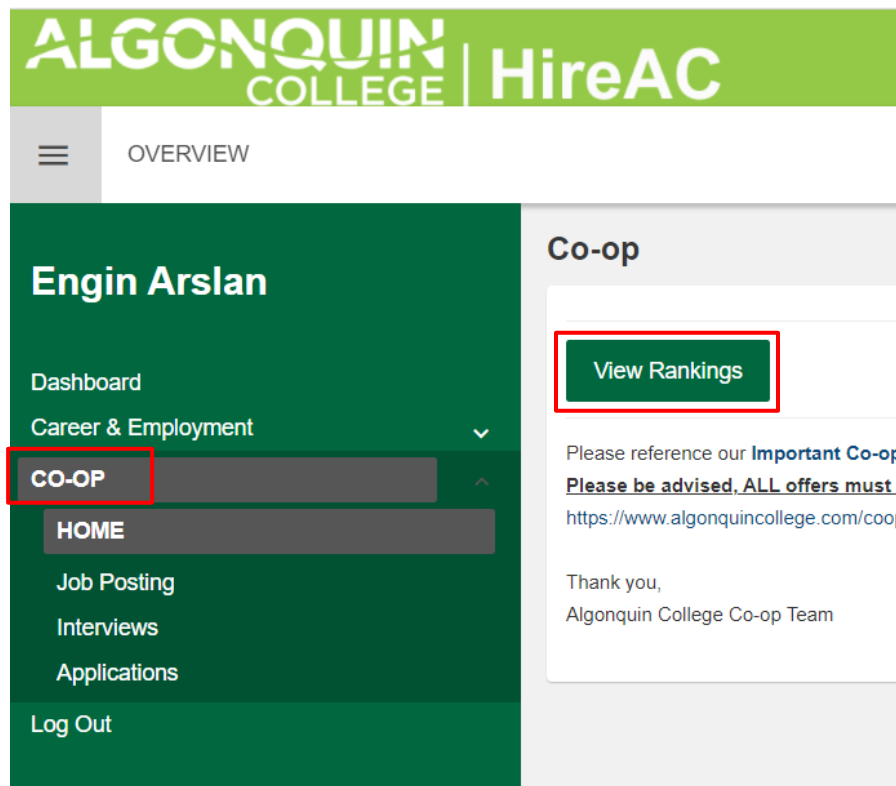
HireAC Co-op Ranking Guide

Please see below for step-by-step instructions on ranking your interviewed candidates.

1. Log into [HireAC](#) – HireAC.ca



2. Click “Co-op” on the left side of the menu on your dashboard and then click the “View Rankings” button



3. On this page, you will see the positions you have posted with the AC Co-op Department. To submit a ranking for each interviewed candidate, select “Submit Rankings”.

Rank & Match Jobs in 2021 - Fall

TOTAL RESULTS **1** DISPLAYING: **1** - **1** Filter Clear Sort

«« « 1 » »»

Results					
Job ID (1)	Job Position	Organization	Division	# of Remaining Positions	Ranked
66735	Test - Co-op Student	ABCD Company (Test)	Main Office	1	No

«« « 1 » »»

Submit Rankings

4. Choose from the drop-down list under the ‘Ranking’ column to select a ranking for each candidate.

RANKINGS

Your ranking of candidates:

You are hiring for 1 position(s).

Student	Ranking
Engin Arslan (40572141)	Pending
Glenn Macdonald (40105400)	Pending

Save Ranking

Pending
1
2
Not Selected for Hire

Please Note: When are finished ranking you have to click “Save Rankings” at the bottom of the page to save your selections. We encourage you to provide a message to each interview candidate to help them improve. Feedback is critical to help our students succeed!

STANDARDS FOR RANKING:

All students must be ranked (ie: with a number or marked as “Not Selected for Hire”).

The number of 1 rankings must match the number of positions being offered.

Only one student can be ranked #1 for each position. (If you have two positions available, then you can choose two #1's and so on).

Numbers must be sequential with no gaps (ie: 1,2,3,4, etc.)

Rankings two and beyond will not be sent to the student until your top choice has confirmed her/his decision.

If you have selected "Not Selected for Hire", you will be prompted to select a reason that shared with the candidates.

RANKINGS

Your ranking of candidates:

You are hiring for 1 position(s).

Student	Ranking	Reason
Engin Arslan (40572141)	1	
Glenn Macdonald (40105400)	Not Sele	<div style="border: 1px solid orange; padding: 2px;">-select- -select- Communication Skills Lack of Preparedness Technical Knowledge Other</div>

Save Ranking