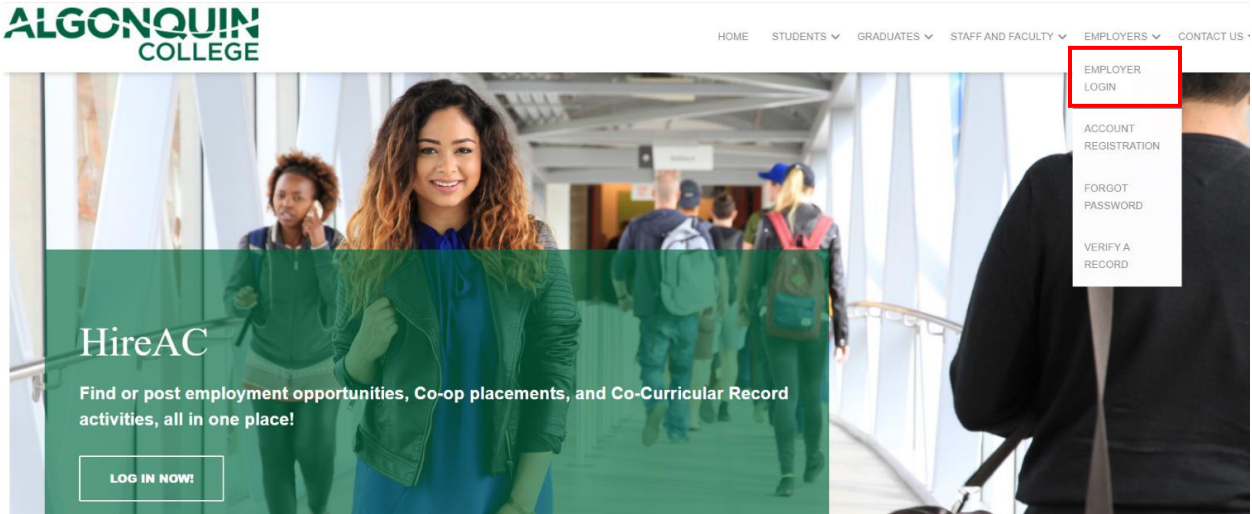


HireAC Co-op Application Review Guide

Please see below for step-by-step instructions on how to review your co-op applications.

1. Log into HireAC – HireAC.ca



2. Click the “Job Postings” tab on the dashboard. At the bottom of this page, locate the job posting applications you would like to review and click the “view app(s)”.

Post a Job

Dashboard Job Postings My Interviews My Hires

Job Postings

SAVED FILTERS: - Select-

Current Postings

TOTAL RESULTS 1 DISPLAYING: 1 - 1

«« « 1 » »»

<input type="checkbox"/>		Term	Job Id	Job Title	Organization
<input type="checkbox"/>	view Re-post view app(s)	2021 - Fall	66735	Test - Co-op Student (Co-op Employment)	ABCD Company (Test)

3. To download application bundle:

A) Click on the three dots action button near the bottom right of the page and select “Download All Applications”.

The screenshot shows the application management interface. At the top, there are tabs for 'Posting Detail', 'Applications 1', 'Interviews', 'Rankings', and 'Work Term Records 0'. Below the tabs, there are buttons for 'Overview' and 'View Application Bundle'. A summary bar shows 'Applicants Still Available 1', 'Applicants Not Available 0', and 'Total Applications 1'. There is a 'SAVED FILTERS' dropdown set to '- Select-' and 'TOTAL RESULTS 1' with 'DISPLAYING: 1 - 1'. A table with columns 'Application Status', 'Employed', 'Released', 'Application Package', 'Student Username', 'First Name', 'Last Name', and 'Faculty' is visible. The first row shows 'Application Submitted', 'No', 'Yes', 'Options', '40572141', 'Engin', 'Arslan'. A red box highlights the three dots menu icon in the bottom right corner of the table. A red arrow points from this icon to the 'Actions' dropdown menu on the right. The 'Actions' menu is open, showing options: 'Posting Options', 'Applications Options', 'Interview Options', and 'Ranking Options'. Under 'Applications Options', 'Download All Applications' and 'Create Custom Application Bundle' are highlighted with red boxes. A red arrow labeled 'A' points to 'Download All Applications', and another red arrow labeled 'B' points to 'Create Custom Application Bundle'.

B) Create a custom application bundle with only select students using the “Applications Options” action button near the top of the page, followed by ‘Create Custom Application Bundle.’ Use the checkboxes to select applicants you want to include in the bundle.

The screenshot shows a confirmation dialog for creating an application bundle. A light blue banner at the top states: 'Unavailable applicants or applicants with no 'Applications Packages' cannot be included in the bundle'. Below this, a message says: '1 Applicant(s) selected. Choose an option to apply to selected Applicant(s) :'. There are two buttons: 'Create an Application Bundle' (highlighted with a red box) and 'Cancel'. Below the dialog, the table shows 'TOTAL RESULTS 2' and 'DISPLAYING: 1 - 2'. The table has columns 'Application Status', 'Employed', 'Released', 'Application Package', 'Student Username', 'First Name', and 'Last Name'. The first row is selected (checkbox checked) and shows 'Application Submitted', 'No', 'Yes', 'Options', '40572141', 'Engin', 'Arslan'. The second row shows 'Selected for Interview', 'No', 'Yes', 'Options', '40105400', 'Glenn', 'Macdonald'.

4. Once the bundle is created, click the “Options” button followed by “Download Bundle” in the drop-down menu.

Please note that we don’t recommend Employers to use email function.

Posting Detail Applications **1** Interviews Rankings Work Term Records **0**

Overview **View Application Bundle**

TOTAL RESULTS **1** DISPLAYING: **1** - **1**

«« « 1 » »»

Results

	First Name	Last Name	Date Created (1)	Last Email Date	L (t
Options Delete	Engin	Arslan	Aug 20, 2021 09:36:40 AM	Never	N

Download Bundle
Quick Preview
Email Package »»