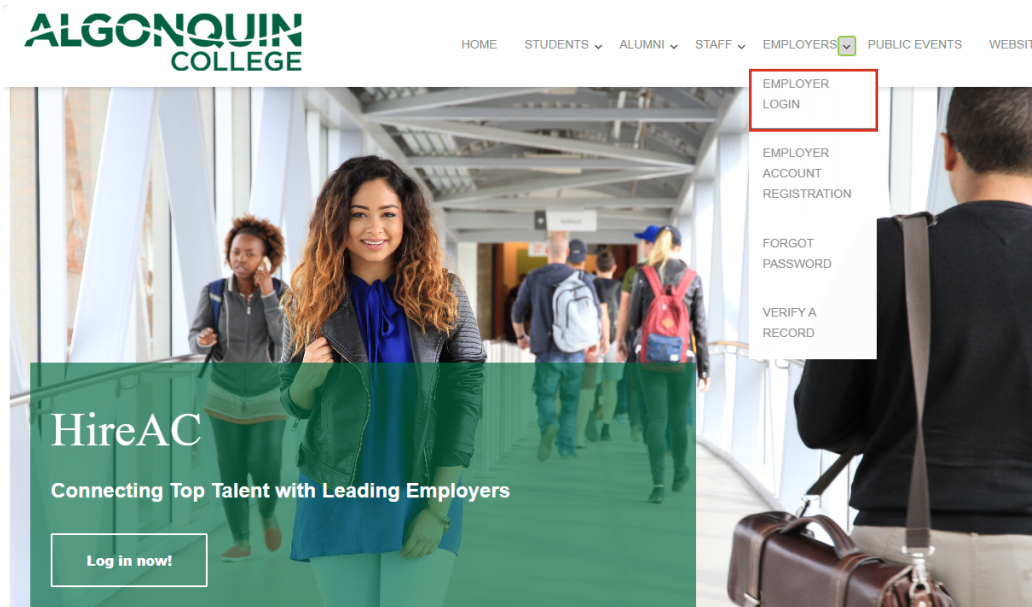


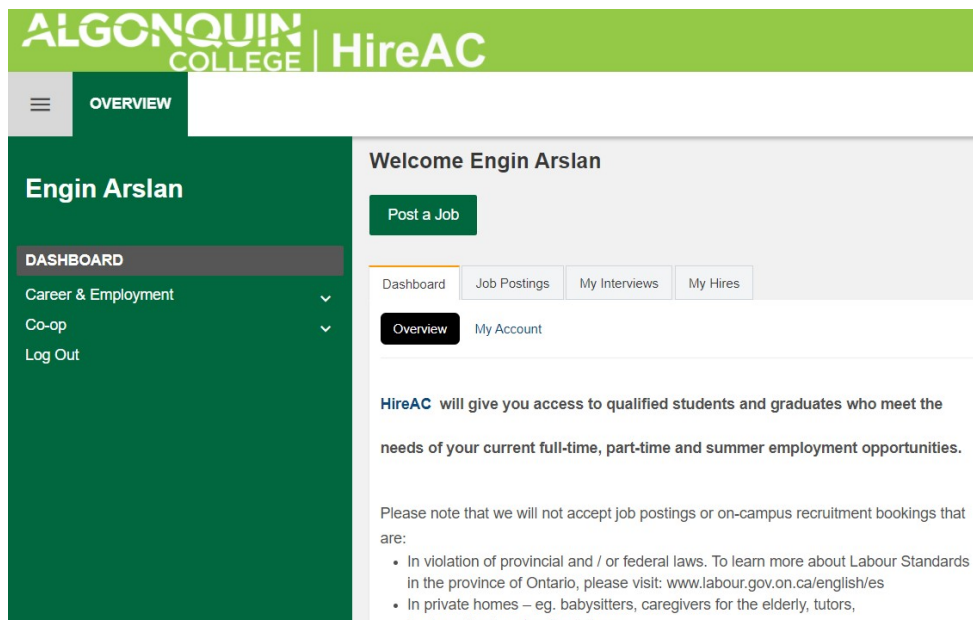
HireAC Co-op Job Posting Guide

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

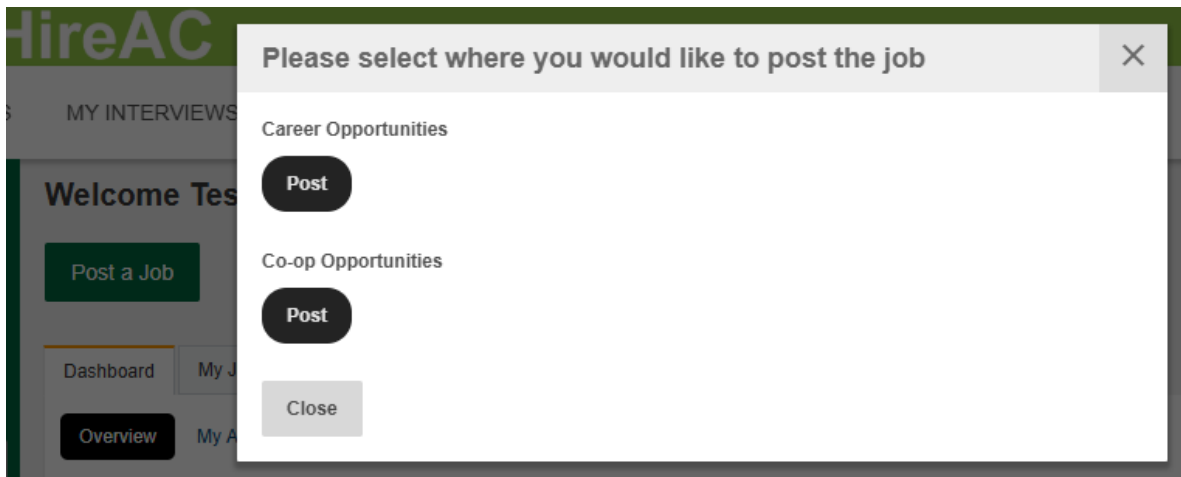
1. Log into HireAC – HireAC.ca



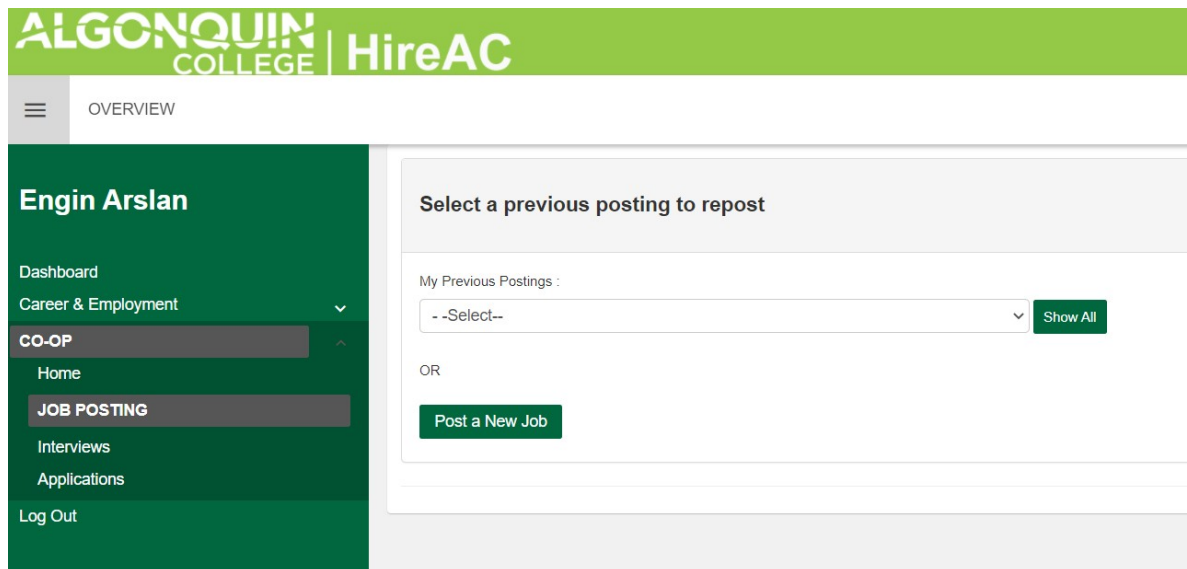
2. Click “Post a Job” from the Dashboard.



3. From there, click “Click Post” under Co-op Opportunities in the pop-up and accept the Employer Terms of Service



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	Your Cluster Selections
	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 Equipment Technician	Add Remove	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	
<input checked="" type="radio"/>	Through HireAC Email Options <input checked="" type="radio"/> Email all applications to the email specified on the posting after the applications are released <input type="radio"/> Do not email applications
<input type="radio"/>	Through Employer Website <i>Enter URL for website you want students directed to:</i> <input type="text"/>

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 :

2026 Summer - May to Aug. ▼

App Deadline :

05/04/2026 

11:59 PM ▼

Repost

Cancel