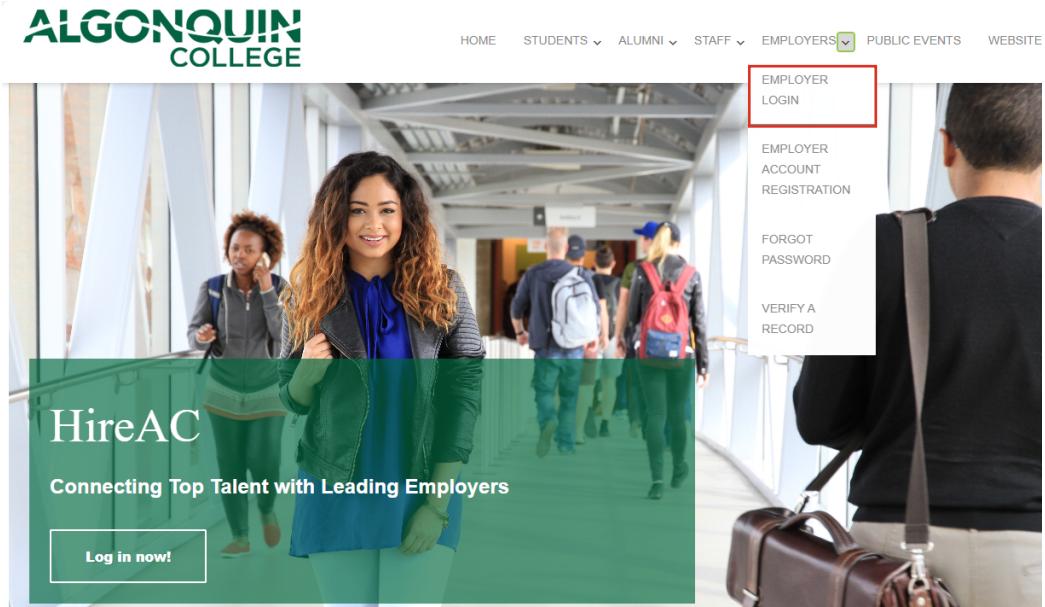


HireAC Co-op Job Posting Guide

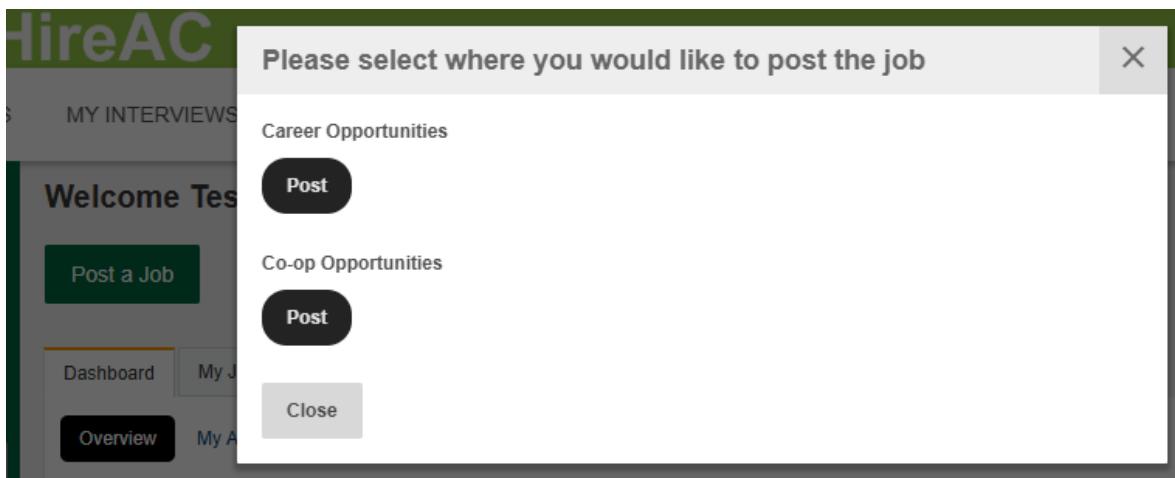
Please see below for step-by-step instructions on posting co-op jobs.

1. Log into HireAC – [HireAC.ca](https://www.hireac.ca)

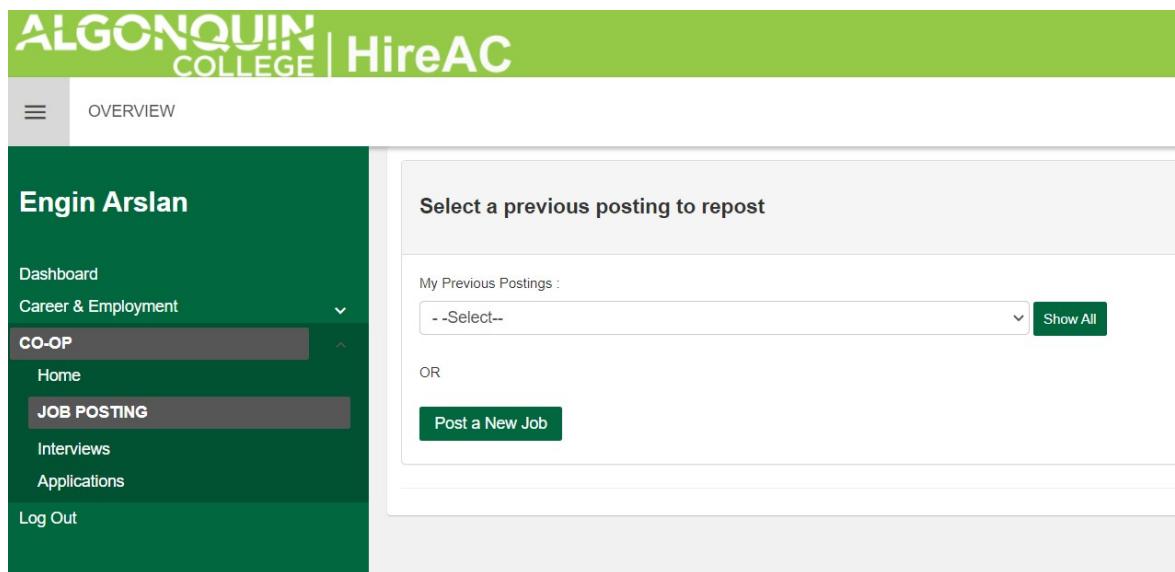


2. Click “Post a Job” from the Dashboard.

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 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

Add
Remove

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 <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Email Options <div style="display: flex; justify-content: space-between;"> <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 </div> </div>
<input type="radio"/>	Through Employer Website <p style="margin-top: 10px;"><i>Enter URL for website you want students directed to:</i></p> <div style="border: 1px solid #ccc; height: 30px; margin-top: 10px;"></div>

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**