

# CREATE AN ACCOUNT – POST A JOB

## TARGET OUR CO-OP & PRACTICUM STUDENTS



### FIRST TIME USER – REGISTRATION INFO

1. If you are a first-time user and do not have an account, please register: <https://experience.capilanou.ca/home/landing.htm>.
2. Choose '**Employer**' in the top right corner, then '**Employer Registration**' and **complete the requested information**. Once submitted, your account will be reviewed by a Team WIL member. Within 2 business days you will be able to post co-op and practicum opportunities by following the steps below.

### ALREADY HAVE AN ACCOUNT WITH US?

Log in using your Email as your Login ID:

<https://experience.capilanou.ca/home/employerpage/employerLogin.htm>

1. On the left-side navigation bar, navigate to '**Tourism Co-op & Practicum**' and then to '**Job Postings**'.
2. Click on '**Post a Job**'.
3. Review and accept the '**Terms and Conditions**'.
4. If you have posted with the CapU Career Hub previously, and there is an old job posting you wish to reuse, click the '**Repost**' button and update necessary info such as application deadline, start date, end date etc. Otherwise, click '**Post a Job**'.
5. Confirm or edit the '**Company Info**' contact information as needed.
6. Fill in the desired job details under '**Job Posting Information**'.



7. To target students from specific programs, indicate this by checking the relevant **'Targeted Programs'** (multiple selections permitted) under **'Job Posting Information'**.
  - *Example. You may choose Co-op only or you can choose TMI and Post Bacc for unpaid practicums. Or, you can choose all!*
8. Under **'Application Method'** choose how you wish to receive applications. Select one of the below options: *(For options A\* & B, include email addresses where you wish to receive the applications. For option C provide the full link that points to the specific job posting.)*

**OPTION A:**

Email *all applications* after the application expired date to the email specified on the posting ...

**OPTION B:**

Email each application as students apply to the email specified on the posting ...

**OPTION C:**

Through employer website (Receive direct applications to your website - be sure to input the URL to your website where students can apply directly)

*\* FOR OPTION A:*

- *Applications can be bundled and sent to you in bulk after the application deadline.*
- *If bundling, be aware there will be a 2-day delay, so please state the application deadline 2 days prior to the date you wish to receive the bulk applications.*

9. Fill in the fields under **'Application Information'**.
10. Read the **disclaimer statement** and select **"Yes"**. If you answer **"No"**, the posting won't be approved.
11. Click **'Preview Posting'** to view the final version of your job posting.
12. When ready, click **'Submit Posting for Approval'** and wait for approval from CapU's Team.

## THIS & THAT

**NEED HELP?** If you have questions or need support, please email [tourismwil@capilanou.ca](mailto:tourismwil@capilanou.ca)

**WIL at CapU:** Explore other work-integrated learning opportunities connecting you with CapU students from across the university. Enhance your projects with student support and enthusiasm, while giving back to your community. Funding opportunities available. [Click here](#) to learn more.

**WORKPLACE SAFETY:** To safeguard our co-op and practicum students, employers are expected to follow the safety measures outlined by [WorkSafeBC](#) or regional equivalent.