

University of Regina's Career Connect

Employer Manual

Contents

Career Connect	3
To Register for a Career Connect Account.....	3
To Login to Career Connect	3
Forgot Password	3
Navigation	4
Job Postings.....	5
Post a New Job	5
Contact Information.....	5
Job Posting Information	5
Application Method	7
Application Information.....	7
Complete the Posting.....	7
Repost a Job	7
Interviews.....	9
Rankings	10
Enter a Ranking	10

Career Connect

The University of Regina's Career Connect portal is your access to Co-op and Internship students at the U of R.

With our new system, employers will now have the ability to complete these activities within their Career Connect account:

- Post positions for Match and Post-Match hiring periods
- Review Interview Schedules
- Enter Match Rankings
- Review all past and current job postings and placements

Any employer who has posted a position since January 2022 will already have a Career Connect account. Please refer to the Forgot Password instructions below to access your account.

To Register for a Career Connect Account

Employers are welcome to register for their own Career Connect Employer account. All account requests will be reviewed by Co-op staff. Employers will be notified by email if their account has been approved and then can begin to post positions.

1. Open a browser and navigate to <https://careerconnect.uregina.ca>.
2. In the top right, hover your mouse over Employers and click Account Registration.
3. Complete all fields and press Continue.

To Login to Career Connect

Once an account has been approved, employers can login to Career Connect using the login credentials created when the account was registered.

1. Open a browser and navigate to <https://careerconnect.uregina.ca>.
2. In the top right, hover your mouse over Employers and click Employer Login.
3. Enter your Login ID (email address) and Password.

Forgot Password

1. Open a browser and navigate to <https://careerconnect.uregina.ca>.
2. In the top right, hover your mouse over Employers and click Forgot Password.
3. Enter your Login ID (email address) and click Email Reset Password Link.
4. Follow the instructions in the Reset Password Email to access your account.

Navigation



Top Navigation Menu

Dashboard tab - Review account settings including your account information and password changes

Job Postings tab - Review all your current and historical job postings

Interviews tab - Review all your Interview Schedules

Records tab - Review all past and current employment records

Rank and Match - During the Match period, you will be able to click View Rankings to submit rankings

Co-op Education & Internships

From the left hand navigation menu, select a menu item to create or review those items.

Job Postings

On the Job Postings page, you can review all your current and historical job postings, post new jobs, and repost previous job postings.

Co-op Education & Internships Job Postings

Post a Job

Filter by Program

Clear

Search

- or - Job Search

SAVED FILTERS: - Select-

Current Job Postings X

Save Filter Clear Filters

TOTAL RESULTS: 2 DISPLAYING: 1 - 2

Filter Clear Sort Export

Current postings

	Term	Job ID	Job Title	Organization	Division	Status	# of Views	# of Applications	Date Posted (1)
<input type="checkbox"/>	2023 - Fall	1150	Groomer	Sheila's Kennel	Regina	Expired	1	0 (Click to view)	Jul 25, 2023
<input type="checkbox"/>	2023 - Fall	1137	Kennel Technician	Sheila's Kennel	Regina	Expired	2	5 (Click to view)	Jul 18, 2023

Post a New Job

1. Click on Co-op Education and Internships and then select Job Postings.
2. Either click on Post a job at the top of the page
OR
Click the three dots in the lower right hand corner and select Post a Job.
3. Click Post a New Job.

Contact Information

4. On the Job posting page, Contact Information will automatically populate. To change this information, press Clear Contact Info and enter the new information.

By updating the job posting form with new information, this will be a onetime change only. To make permanent account changes, click My Account on the Dashboard.

Job Posting Information

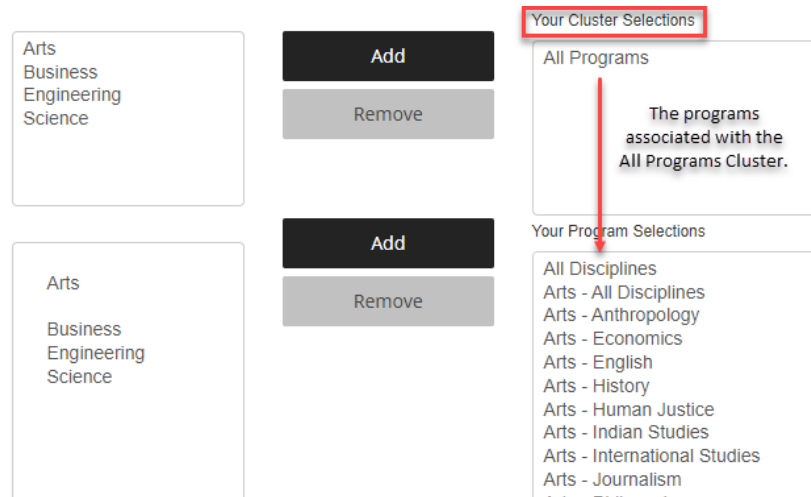
In this section, you will enter the information regarding the job posting. All required fields will be identified by a *.

5. Term Posted – this is the term when the job opportunity will be take place. For example, a job is posted in September but the Term Posted will be Winter.

6. Complete all other required fields.
7. Targeted Degrees and Disciplines – **this is an important part of the set-up.** The selections made in the targeted degrees and disciplines will restrict or allow students to apply to the job posting.

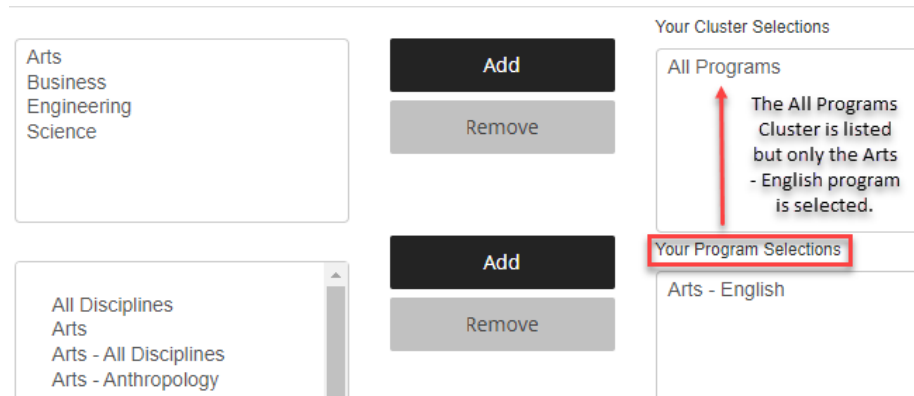
Targeted Degree and Discipline options

- a. To welcome applicants from any program, please select the Cluster titled **All Programs**.
OR
- b. Select a Cluster to include all the programs within that cluster.
For example: The Technology Cluster will allow applications from Computer Science, Software Systems Engineering, Electronics System Engineering students.
 - i. Select the Cluster.
 - ii. Once the Cluster is selected, the programs associated with that cluster will populate in the program area.



OR

- c. Select only Programs. If none of the clusters really work for the position, select the specific programs individually.
 - i. Do not select the Cluster.
 - ii. In the programs area, click each program and press Add to add it to the programs list.
NOTE: After you select the program, it will automatically apply a Cluster. Don't worry, only the selected program will be included



Application Method

8. To have applications forwarded once the job posting has closed, select **University of Regina Co-op Portal**. Enter all email addresses that should receive the applications. Applications will automatically be sent at 10 am on the day after the job posting closes.
9. To have students apply directly through an employer portal, select **University of Regina Co-op Portal AND the Employer Website**. Enter the URL students should apply at. Enter all email addresses that should receive applications or select Do not email applications to not receive an emailed application packet.

Application Information

10. Enter the Application deadline.
11. Select all the required Application documents. Note that the Cover Sheet will be the standard Co-op Cover Sheet and not a traditional Cover Letter.

Complete the Posting

12. To review the posting, press **Preview Posting**. Press Close in the bottom right hand corner to return to the previous page.
13. To submit the posting, press **Submit Posting for Approval**.

All job postings will be reviewed by the Co-op Office. When the posting has been approved and posted, a notification will be sent via email.

Repost a Job

Career Connect allows employers to repost previously posted jobs with updated dates.

1. Click on Co-op Education and Internships and then select Job Postings.
2. Find the job posting and select **Repost**. Remember, the default setting is to filter and show only the current job postings. To see all your job postings, click the red X to remove the filter.
3. Choose either **Quick Repost** or **Repost and Edit Posting**.

Quick Repost – use this option to update only the posting term and the application deadline.

- a. Select the Term.
- b. Select the Application deadline.
- c. Press Repost. The job will automatically be submitted for Co-op Office approval.

Repost and Edit Posting – to make edits to the posting and the dates, use this option.

- a. Select the Term.
 - b. Select the Application deadline.
 - c. Press Repost.
 - d. The job posting will open. Make any required changes.
 - e. Press Submit Posting for Approval.
4. Once the repost has been submitted for approval, the job will be listed on the Job Postings page.
 5. To edit the posting, click Edit Posting. Make any changes and press Submit Posting for Approval.
 6. The status column will show the most recent status for the job posting.

Pending – the job posting will show as pending until it has been approved

Approved – the Co-op Office has reviewed and approved the posting

Rejected – the Co-op Office has not approved the posting

Expired – the job application deadline has passed

Note: Postings can only be edited until they have been approved. After a job posting is approved, any edits will need to be made by the Co-op Office. Please contact your Co-op Coordinator or coop.office@uregina.ca to make any edits.

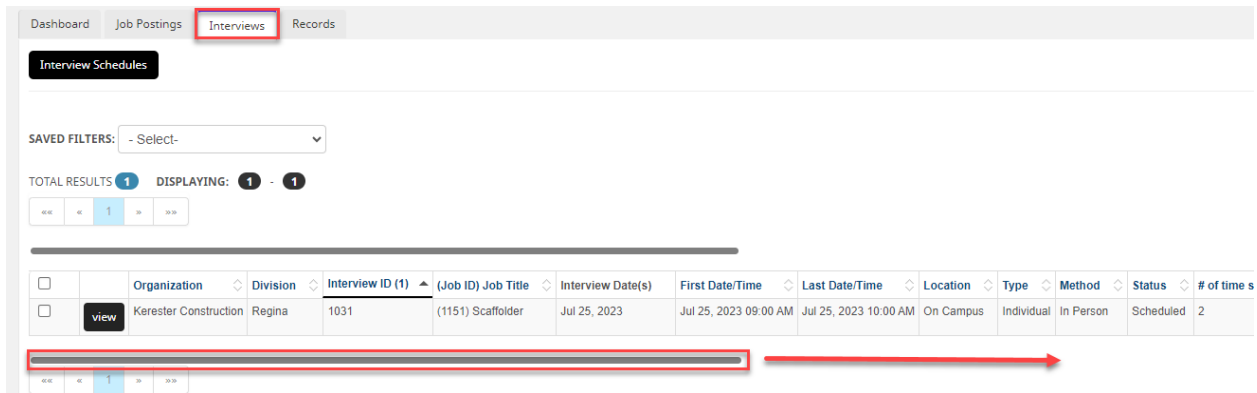
	Term	Job ID	Job Title	Organization	Division	Status	# of Views	# of Applications	Date Posted (1)	Date Approved	Posted To	Posted By	Subposting
<input type="checkbox"/>	2023 - Fall	1163	Groomer	Sheila's Kennel	Regina	Pending	Not Available	Not Available	Jul 31, 2023	Not Available	Sheila Kerester	Sheila Kerester	No
<input type="checkbox"/>	2023 - Fall	1159	Groomer	Sheila's Kennel	Regina	Expired	1	0 (Click to view)	Jul 25, 2023	Jul 25, 2023	Sheila Kerester	Sheila Kerester	No
<input type="checkbox"/>	2023 - Fall	1137	Kennel Technician	Sheila's Kennel	Regina	Expired	2	5 (Click to view)	Jul 18, 2023	Jul 19, 2023	Sheila Kerester	Sheila Kerester	No

Interviews

Once applications have been reviewed, please complete the [Interview Request Form](#) and submit it to coop.office@uregina.ca.

After the Co-op Office schedules the interviews, the Interview schedule can be reviewed in Career Connect:

1. On the Dashboard, click the Interviews tab.
2. All scheduled interviews will be listed. Review details by using the horizontal scroll bar to review all interview settings.



The screenshot shows the 'Interviews' tab selected in the top navigation bar. Below the navigation bar, there is a 'Interview Schedules' section. It includes a 'SAVED FILTERS' dropdown menu set to '- Select-', and a 'TOTAL RESULTS' indicator showing 1 result. Below this is a pagination control showing '1' of 1 results. The main content is a table with the following columns: Organization, Division, Interview ID (1), (Job ID) Job Title, Interview Date(s), First Date/Time, Last Date/Time, Location, Type, Method, Status, and # of time s. A single row is visible with the following data: Kerester Construction, Regina, 1031, (1151) Scaffolder, Jul 25, 2023, Jul 25, 2023 09:00 AM, Jul 25, 2023 10:00 AM, On Campus, Individual, In Person, Scheduled, 2. A red box highlights the 'Interviews' tab in the navigation bar, and a red arrow points to the horizontal scroll bar below the table.

	Organization	Division	Interview ID (1)	(Job ID) Job Title	Interview Date(s)	First Date/Time	Last Date/Time	Location	Type	Method	Status	# of time s
<input type="checkbox"/>	Kerester Construction	Regina	1031	(1151) Scaffolder	Jul 25, 2023	Jul 25, 2023 09:00 AM	Jul 25, 2023 10:00 AM	On Campus	Individual	In Person	Scheduled	2

3. To view which students have signed up, press view.

The Co-op Office will continue to email out finalized interview schedules one day prior to the interview date.

Rankings

In Career Connect, employers will now be able to enter their own rankings. Employers will be able to enter rankings anytime during the Match interview period. The ranking period will end on midnight of the last day of the interview period. Please check the updated Employer calendar to review Match dates - <https://www.uregina.ca/careercentre/coop/for-employers/schedule/index.html>.

Enter a Ranking

1. Login to Career Connect.
2. On the Dashboard, under Rank and Match click **View Co-op Education & Internships Coop Ranking**.

The screenshot shows the Career Connect dashboard. At the top, there are navigation tabs: Dashboard (selected), Job Postings, Interviews, and Records. Below these are buttons for Home and My Account. The main heading reads: "Welcome to Career Connect - your access to Co-op and Internship students at the University of Regina!". Below this is a welcome message: "Thank you for being an employer partner of the Co-op and Internship program. Through our portal, you can post and hire for co-op and internship positions." followed by a question about current students and a contact email: coop.office@uregina.ca. At the bottom, there is a "Rank and Match" section with a prominent button labeled "View Co-op Education & Internships Coop Ranking" which is highlighted with a red box.

3. The jobs included in the Rank and Match round will be listed. Select the job and click Submit Rankings.

							Results
Job ID (1)	Job Position	Organization	Division	# of Remaining Positions	Ranked		
1186	Chief Chemist	Obladi Oblada Inc	Regina	1	No	Submit Rankings	

4. The Ranking form will appear. Ensure that the details of the offer are completed including work term dates, job location, salary, payment frequency, and hours per week.
5. In the Note to Student, enter any extra details including parking, bonuses, etc.

RANKINGS

Your ranking of candidates:

You are hiring for 1 position(s).

Student	Ranking	Salary	Payment Frequency	Hours per Week	Duration	Location
(NRS8) Note to Student: <input type="text"/>	1	20.00	hourly	40	8 month	Regina
(NRS9) Note to Student: <input type="text"/>	2	20.00	hourly	40	4 month	Regina
(NRS10) Note to Student: <input type="text"/>	Not Ranked	0.00	hourly	0	-select-	
(NRS7) Note to Student: <input type="text"/>	3	18	hourly	40	4 month	Regina

6. Once rankings have been entered, press **Save Rankings**.
7. Log into Career Connect after Match Day to review matches.

Note: The number of #1 rankings used must equal the amount of positions being hired for (as indicated on the job posting). To make MORE offers than open positions, the Co-op Office will need to adjust the job posting. Please get in touch with a Co-op Coordinator to make this change.