



Career Connect manual for Employers

Career Connect Home Page - <https://www.uofmcareerservices.ca/home.htm>

JOB + CO-OP POSTINGS

1. Click on “EMPLOYERS.” Click on “log in” if you have an account or “Employer Account Registration” if you do not have an account. Approval for a new account takes about 1 day. There can be multiple accounts within one company, each managed by a different person – companies are labelled as “Organizations” and individual branches are “Division/Department.” If you need assistance when setting up a new account, please get in touch and we can help you out, especially with finding your company. Please ensure that you remain the primary contact for any postings that you submit using your account.
2. Click on “Agriculture Career & Co-op” to find our job board / co-op module for employers. Click on either “Agriculture Career Jobs” or “Agriculture Co-op Jobs” and then “Post a Job.” The “Career” board allows you to post to the entire student population and the “Co-op” board allows you to post to only co-op students (often involves input from the Co-op Coordinator). You can submit a posting to one board and request that it be copied over to the other. Postings are \$100 on the “Career” board but are free on the “Co-op” board. Job postings are free for farms, non-profit organizations and governmental agencies.
3. You will be able to see any postings that you have previously posted. Click on “Post a New Job” to create a new posting. Complete the fields – all field marks with * are mandatory. You will have the option of posting to students in all of our programs (Agribusiness, Nutrition, Food Science etc.) or restricting the posting to students in specific program(s). Note that uploading a Company Logo will enhance the attractiveness of your posting.
4. Click on “Submit Posting for Approval” at the bottom of the page - *note that the system only provides about 30 minutes* to fill out the form. If you are logged out, the job posting will appear the next time that you log back in. You will be taken to a Payment Page after you click on “Submit” – you can pay for the posting with any credit card. If you are from a farm, non-profit organization or governmental agency, you do not need to submit payment; if you fall into one of these categories, please do not proceed with payment but send us an email when you reach the payment page (you can close your browser).
5. We will review all postings prior to them appearing on the boards for students. You will receive a notice when your posting has been approved. Posting deadlines can be extended at any time for continued promotion for no additional charge.
6. You may log back into the platform to check on your job postings and see if you received applications from students. Remember that if you have posted in both the “Job” and the “Co-op” sections, you will need to check applications for both of these postings. Once your application deadline has passed, the system will send you all of the applications by email as an “Application Bundle” – please let us know if you do not receive these!

If you have any questions or need any assistance, please contact:

Job Placement + Co-op Coordinator – agcoop@umanitoba.ca or (204) 480-1488



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REPOSTING A JOB OR CO-OP POSITION

1. Expired jobs can be viewed on the “All Job Postings” tab.
2. If you do not get enough candidates for the position, the job can be reposted without extra charges. Please update the deadline and re-submit the posting.
3. If you have not filled your co-op placement, please contact the Co-op Coordinator directly to ensure all recruitment methods are explored.

VIEW APPLICATIONS

1. Applications from students are available for review as soon as they are submitted. Students have individual accounts/profiles on Career Connect and will apply to positions via the portal or through a company website.
2. Make sure to check after the deadline to catch last-minute applications.
3. Click on Job Postings to click on the position within the list. Click on Applications tab. You can download all applications as a bulk PDF by clicking on Application Options. After reviewing the applications, please indicate the students that are selected for interviews.

ROOM BOOKINGS FOR EVENTS AND INTERVIEWS

To request a room within one of our buildings, please email us with your request and then visit the “Additional Services” page under “Agriculture Career Jobs” to submit a payment.

Room booking costs are as follows:

Agriculture Atrium - Half-day (1-4 hours) - \$75

Agriculture Atrium - Full day (4-8 hours) - \$150

Event Space - Day or Evening (3-8 hours) - \$150

Interview Room – Half Day (1-4 hours) - \$25

Interview Room – Full day (4-8 hours) - \$50

All events will be posted on the Events Calendar and students who have an account within Career Connect can register for any event. If you wish to receive registration numbers for your event, please let us know.

Outside food is permitted for events, so long as it is served according to health guidelines.

To book on-campus catering for your event, [click here](#).

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