



UBC Sauder Job Posting Instructions and Promotion Guide

Post and promote your job

Hari B. Varshney
Business Career Centre

sauder.ubc.ca/employer/hire-ubc-sauder

UBC SAUDER
SCHOOL OF BUSINESS

Job Posting Instructions

Thank you for your interest in posting with the UBC Sauder! We use a Career Services Management System called Career Options Online (COOL) to post jobs, collect applications, and interviews. The link to our COOL system is <https://sauder-ubc-csm.symplicity.com/employers/>.

Using an Existing Account

If you or someone in your company has posted a position with us before, you will already have an account. Please do not register a new account with us if you think you may already have one. If you do not have the log in information for an existing account, or you aren't sure if you have an existing account, please contact us at careercentre@sauder.ubc.ca and we will help you access your account or set up a new one.

New Account Registration

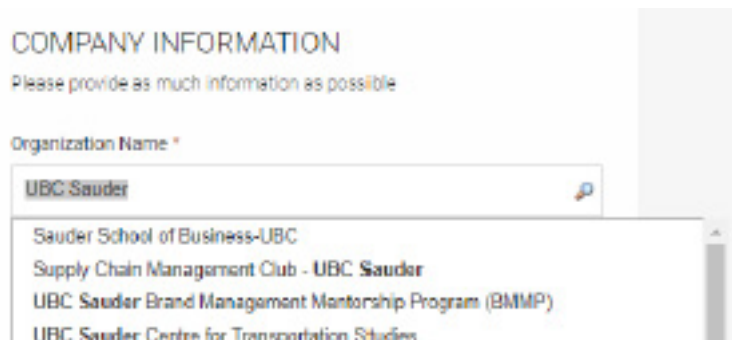
If you have not posted a position with us previously or setup an account, please register for an account using the following steps:

1. Go to <https://sauder-ubc-csm.symplicity.com/employers>
2. Click on **Sign Up** on the right side of the page

The screenshot displays the Symplicity user interface for employers. On the left, the 'Sign In' section prompts users to enter their username (email address) and password, with a 'Sign In' button and a 'Forgot Password' link. Below this, a disclaimer states that using the system implies agreement with the institution's privacy policies and terms. On the right, the 'Sign Up' section highlights that registration is quick, offering 'Sign Up' and 'Sign Up And Post Job' buttons. The footer indicates the system is powered by Symplicity.

3. Complete the registration information required

- When entering your Organization Name, please begin to type the name then wait to see if any options appear below the text box. If so, please select the appropriate option so we can avoid duplicate organizations



COMPANY INFORMATION

Please provide as much information as possible

Organization Name *

UBC Sauder

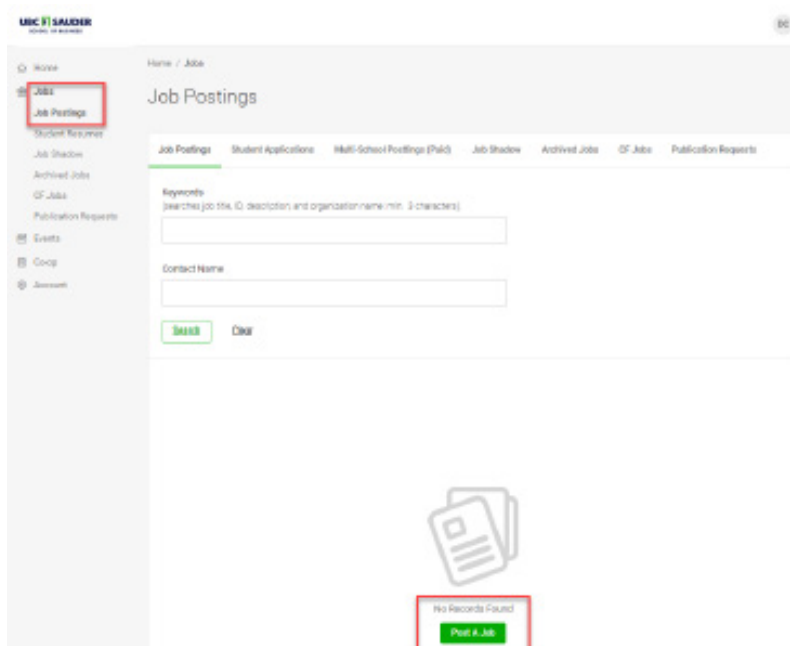
- Sauder School of Business-UBC
- Supply Chain Management Club - UBC Sauder
- UBC Sauder Brand Management Mentorship Program (BMMP)
- UBC Sauder Centre for Transportation Studies

4. When you have completed all the required information, click **Submit**. You will receive an email asking you to verify your email address and allowing you to log in to the system
5. If you would like to change your password, log in to <https://sauder-ubc-csm.symplicity.com/employers> with your existing password, then click on **Account> Password/Preferences**

Create a Job Posting

The following instructions should be used to create job postings for UBC Sauder students. Please note that once you have started filling in the form, you may click **Save and Finish Later** at the bottom of the page to save a draft.

1. Log in to <https://sauder-ubc-csm.symplicity.com/employers>
2. Click **Jobs> Job Postings** then click **Post a Job**



UBC SAUDER

Home / Jobs

Job Postings

Job Postings Student Applications Multi-School Postings (Paid) Job Shadow Archived Jobs CF Jobs Publication Requests

Keywords (searches job title, description and organization name - min. 3 characters)

Contact Name

Submit Clear

No Records Found

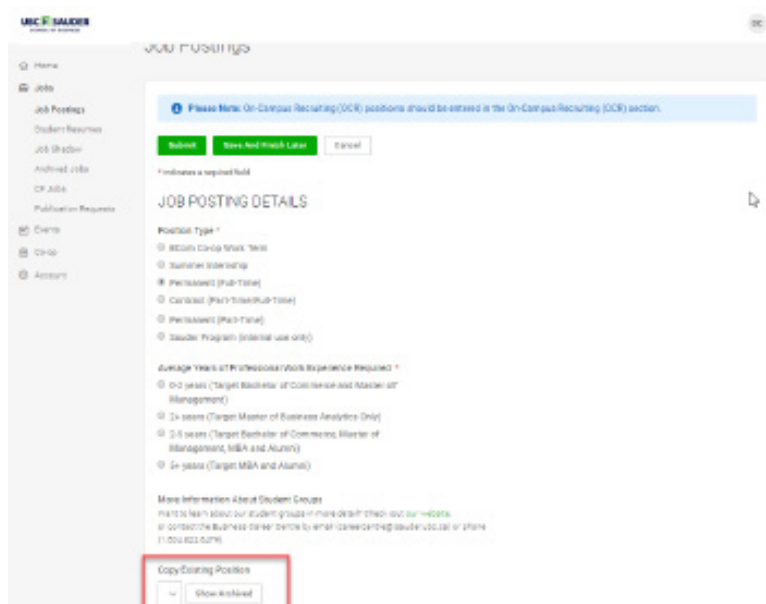
Post a Job

3. Once you have included all of your job posting information, click **Submit**. Your posting will now be listed on your Job Postings page with a Not Approved indicator.
4. Your posting will be review by the Business Career Centre staff within **one business day**. You will receive a confirmation email when the posting is live to the students. If the Business Career Centre has questions regarding your posting, you will be contacted via email and/or phone to clarify.

Copy a Previous Posting

1. You will see a **Copy Existing field** on the job form. This gives you the option to copy all information from a current posting, or a position that your company had posted in the past. If you are looking for a historical posting, it is likely archived so you will need to click **Show Archived** before using the drop-down selection option.

Note: If you are using this option, please ensure you carefully review all information to ensure it is accurate for your current posting



The screenshot shows the 'JOB POSTING' form on the UBC Sauder website. The form includes a sidebar with navigation links: Home, Jobs, Job Postings, Student Resumes, Job Shadow, Archived Jobs, CP Jobs, Publication Requests, Events, CP Job, and Account. The main content area is titled 'JOB POSTING DETAILS' and contains a 'Please Note' banner about On-Campus Recruiting (OCR) positions. Below this, there are buttons for 'Submit', 'Save and Draft Later', and 'Cancel'. A section titled 'JOB POSTING DETAILS' includes a 'Postage Type' dropdown menu with options: 'Regular Career Full-Time', 'Seasonal Internship', 'Part-time (Part-Time)', 'Contract (Part-Time/Full-Time)', 'Part-time (Part-Time)', and 'Student Program (Internal use only)'. There is also a section for 'Average Years of Professional/Work Experience Required' with radio button options for 0-2 years, 3-5 years, and 6+ years. At the bottom, there is a 'Copy Existing Positions' section with a dropdown menu and a 'Show Archived' button, which is highlighted with a red box.

If you have any questions or issues around posting a job on COOL, please contact careercentre@sauder.ubc.ca.

Promoting your Internship

Now that you have posted your internship, bringing awareness to your posting is vital; this will help strengthen employer brand and attract a pool of candidates to apply for your internship. We encourage you to promote your internships through one or a combination of the following methods:

- **Attend or host a networking event:** The Business Career Centre arranges a wide variety of networking receptions to introduce the business community to Sauder students. Our events team can also help organize an on-campus networking event for your company.
- **Hold a company information session:** These informative recruiting sessions are a great way to showcase your company's culture, vision, and job opportunities to Sauder students. Company Information Sessions are held on-campus or via webcast throughout the academic year (September - November and January - March).
- **Organize a company booth:** Visit the UBC Vancouver Campus and host a booth at the Henry Angus Building to engage face-to-face with potential candidates.
- **Host a company visit:** We can help facilitate local site visits or open houses with small groups of highly-engaged UBC Sauder students. This gives you an opportunity to meet potential candidates in person and to showcase your organization.
- **Digital promotion at UBC Sauder:** Digital signage is a high-profile tool which informs the UBC Sauder community of interest on digital screens throughout the Henry Angus Building at the UBC Vancouver Campus.

If you are interested in learning more about the promotional opportunities available to you, connect with your Business Development Manager or email talent@sauder.ubc.ca.

Please note that availability of promotional opportunities will vary and the above options are not guaranteed to be available as a source of promotion for your internship. We also encourage you to explore promoting your internship postings through your organization's channels as well, such as through social media platforms like LinkedIn.

We're here to help.

Hari B. Varshney Business Career Centre

UBC Sauder School of Business
155 - 2053 Main Mall
Vancouver, BC, Canada
V6T 1Z2

Tel (604) 822.6479
Fax (604) 822.1271
Toll-free 1.877.777. 6479

talent@sauder.ubc.ca
sauder.ubc.ca/employer/hire-ubc-sauder



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