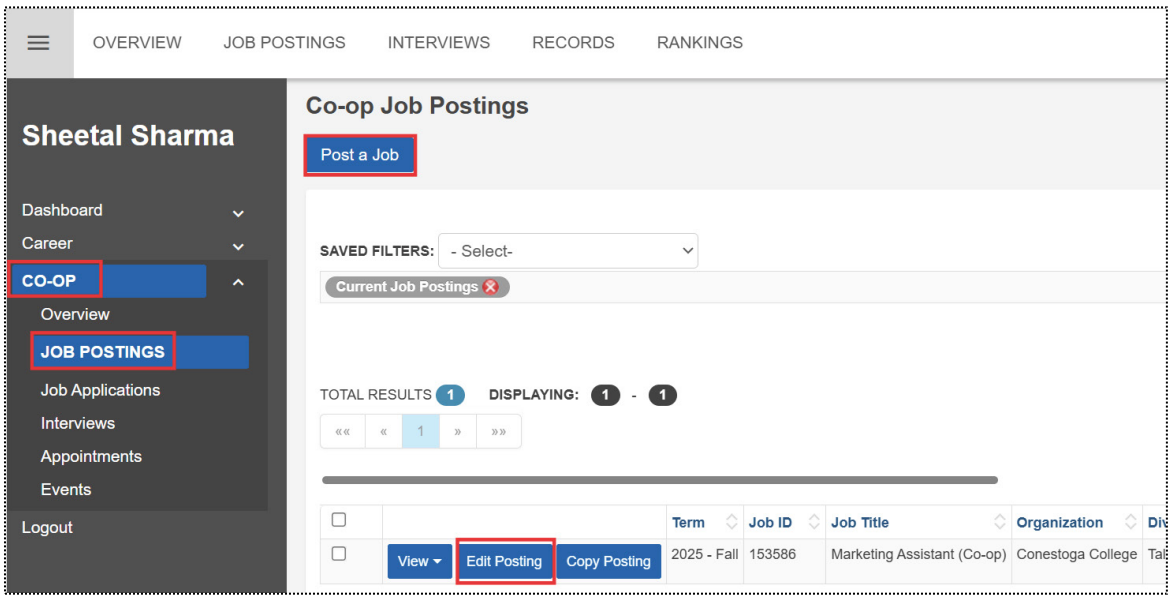
CONESTOGA
Connect Life and Learning

TALENT HUB
Co-operative Education

How to Post a Co-op Job on MyCareer - Guide

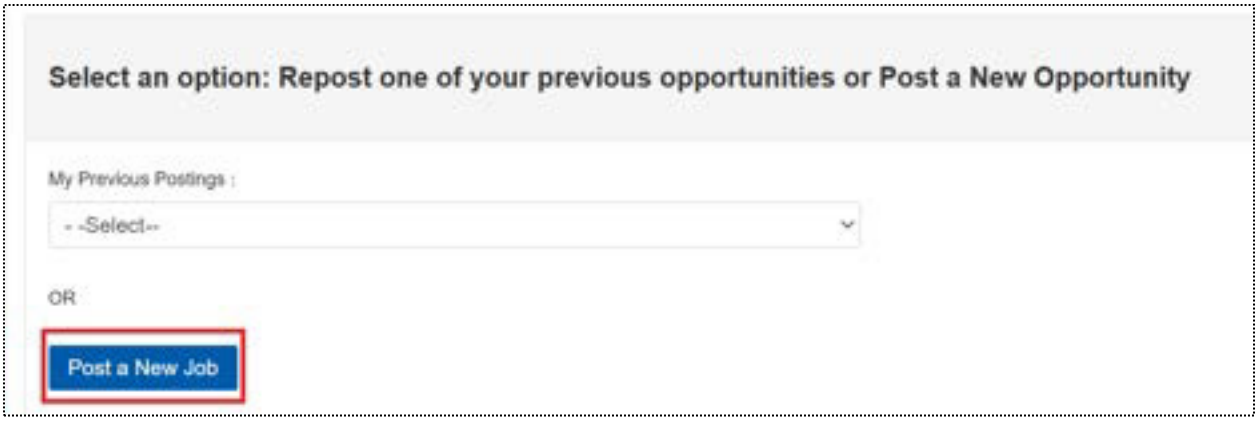
Log in to your MyCareer account at mycareer.conestogac.on.ca.

Home Page



- From the left-hand menu, click on **"CO-OP"** to expand the submenu.
- Select **"JOB POSTINGS."**
- Click the blue **"Post a Job"** button at the top of the page.

** If you have posted before, you can also use the **"Edit Posting"** or **"Copy Posting"** buttons to update or duplicate a listing.*

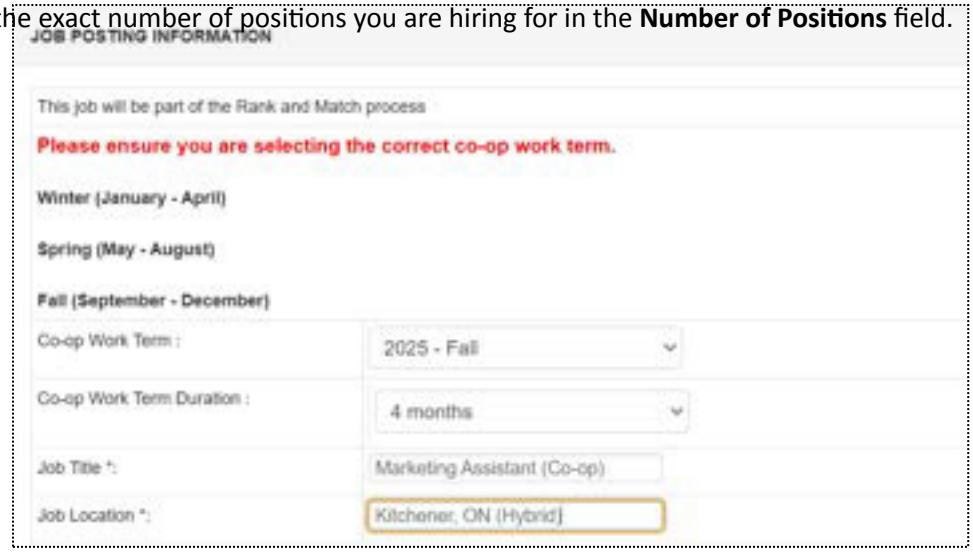


- Select from the dropdown menu to choose from previously created jobs. You can then **"Quick Repost"** it or **"Edit Posting."** *OR*

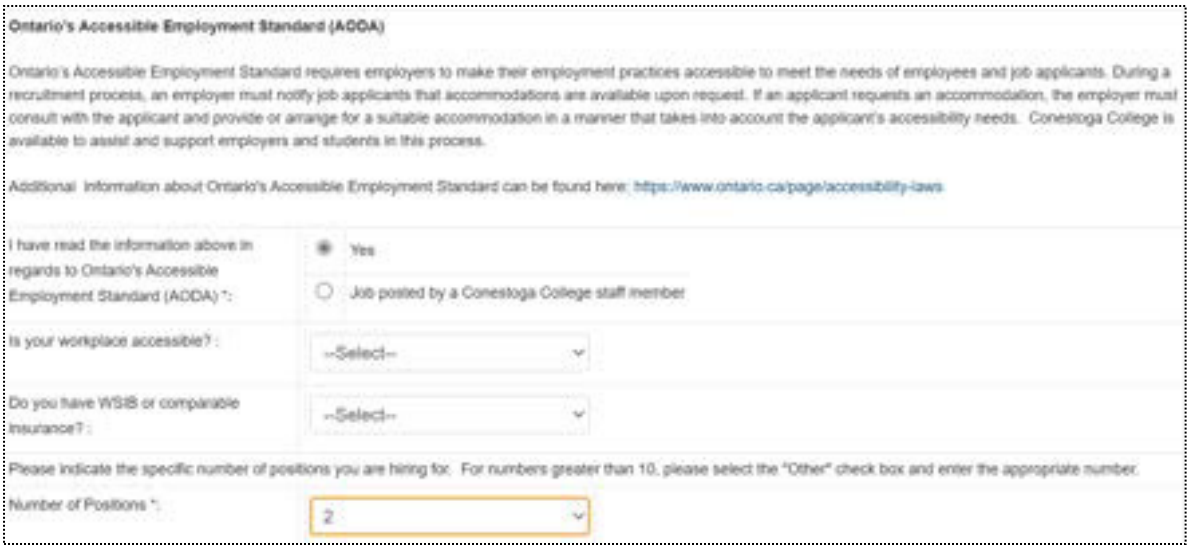
- Select " **Post a New Job"** if you are posting a new position.

* The *Organization Information for Job Posting* section (e.g., organization name, Division, full address, and contact details) is not included in this guide. Employers are expected to complete this section as required, based on their organizational profile.
If you need any assistance, please email the Co-op team at Co-op@conestogac.on.ca.

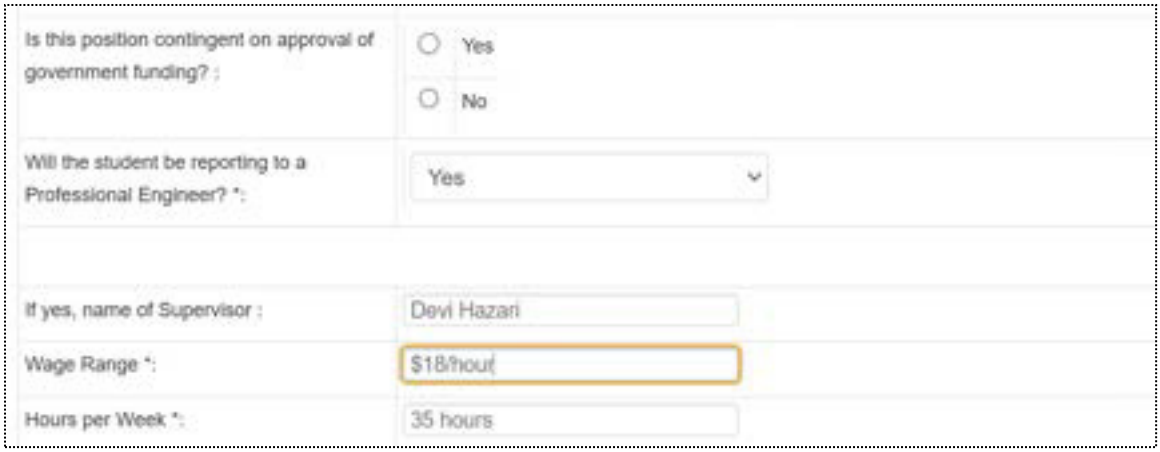
- Indicate the exact number of positions you are hiring for in the **Number of Positions** field.



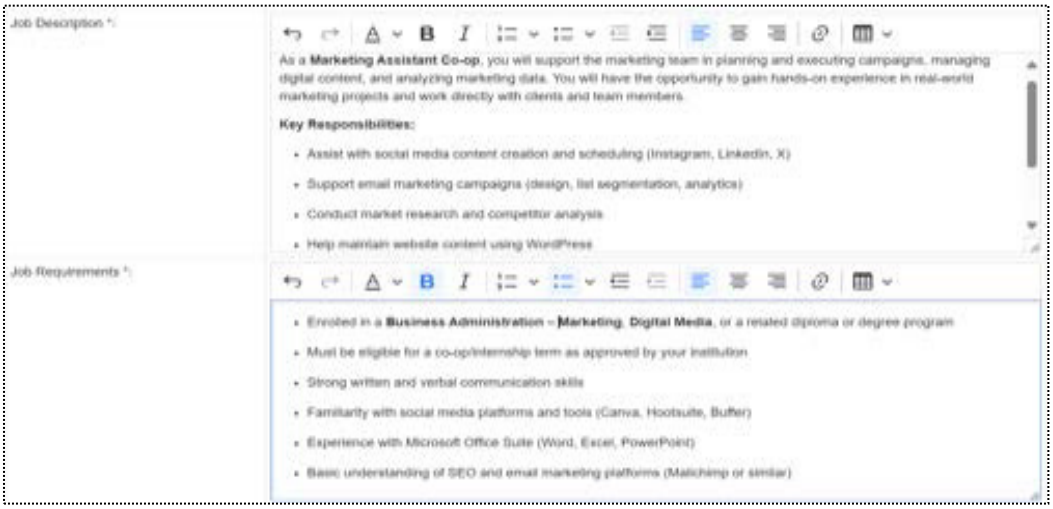
- Select the **Co-op Work Term** (Fall, Winter, or Spring/Summer) according to your requirements.
- Choose the **Co-op Work Term** Duration (4, 8, or 12 months) according to your requirements.
- Enter the **Job Title**.
- Enter the **Job Location**.



- Confirm you have read the information about **Ontario's Accessible Employment Standard** by selecting **Yes**.
- Select **Yes** or **No** from the dropdown to confirm if your **workplace is accessible.**
- Select **Yes** or **No** from the dropdown to confirm if your workplace has **WSIB or comparable insurance.**

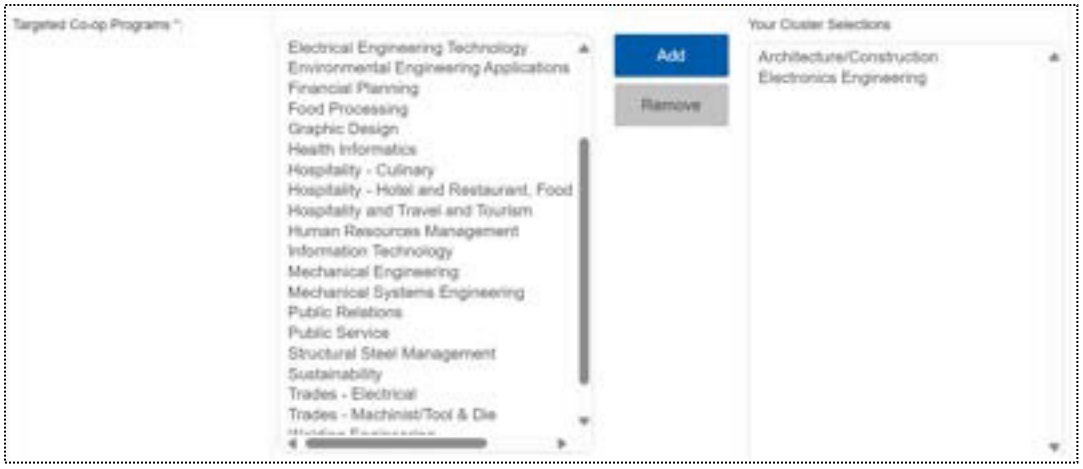


- Select **Yes** or **No** to indicate whether this position depends on government funding approval.
- Select **Yes** or **No** if the student will report to a Professional Engineer.
- If the student reports to a Professional Engineer, enter the name of the supervisor in the provided field.
- Enter the **Wage Range** (e.g., $18/hour). (Annual salaries must be presented in hourly rate.)
- Enter the number of **Hours per Week** (e.g., 35 hours).



- **Job Description:** Provide a brief overview of the role, including key responsibilities, daily tasks, and any relevant projects or departments the student will be involved with.

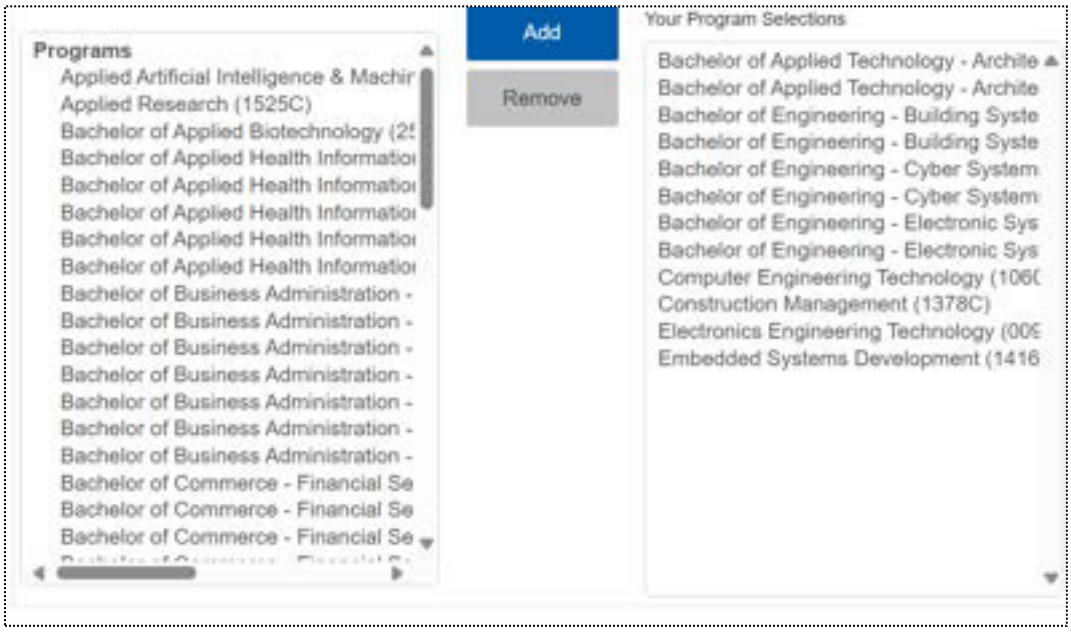
- **Job Requirements:** List the necessary qualifications, skills, education, or experience the student must have. You may also include preferred attributes such as technical skills, certifications, or soft skills (e.g., communication, teamwork).



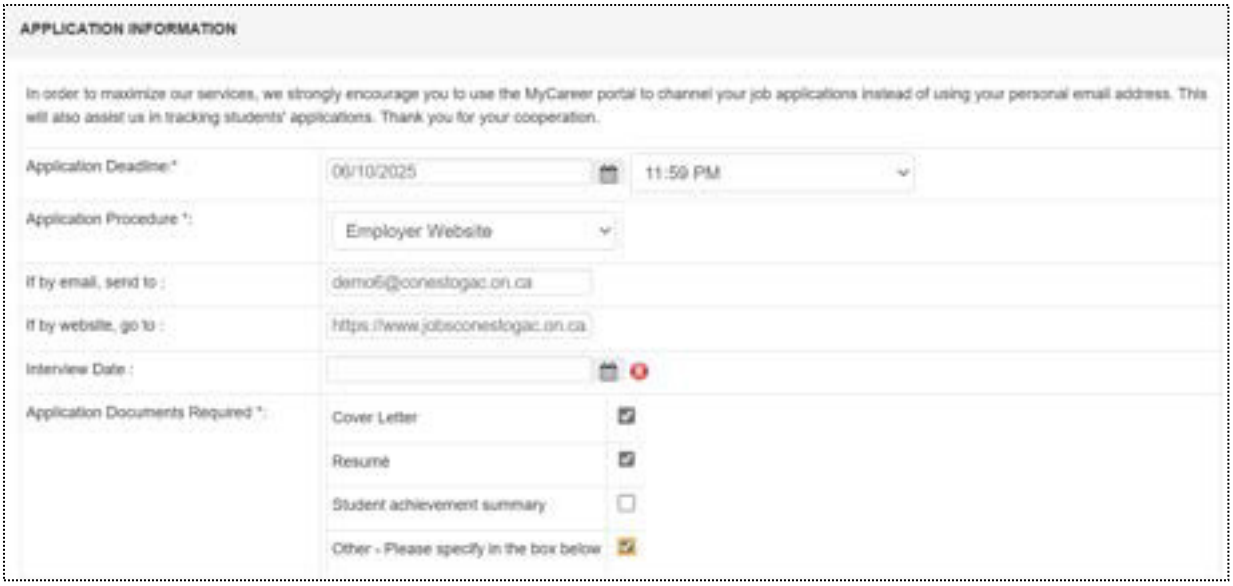
** Click on the selected item to highlight it. Then, click Add to move it to your selection list.*

- Select one or more **industry clusters** that relate to your position.

OR



- Scroll down and select **specific co-op programs** you wish to target.
- You may choose from both clusters and individual programs as needed.



- Enter the **Application Deadline** in MM/DD/YYYY format (e.g., 12/02/2025) and set the preferred time to close to application (e.g., 11:59 PM).
- If you want to receive applications through MyCareer, select **"Through MyCareer"** under **Application Procedure** to route applications through the portal.
- If using another method, choose from the dropdown menu. If you select **Other**, please **specify** the method.
- Provide email or website if applicable.
- **(Optional)** Enter an **Interview Date**, if known, using MM/DD/YYYY format.
- ▪ Under Application Documents Required, select all that apply.

Once complete, **submit the posting for approval**.