



Trent University Job Board

How to Create an Employer Account & Post an Opportunity

Thank you for choosing to advertise your opportunities with Trent University! This guide will provide instructions on how to make an employer account and post job postings on the Trent Student Experience Portal.

If you would like to create an employer account, please see Page 2.

If you already have an employer account and would like to create a job posting, please see Page 4.

If you have any questions about creating an account or posting, please contact Careerspace at <u>worklink@trentu.ca</u>

How To make an Employer Account

Step 1. Go to <u>https://ccr.trentu.ca/home.htm</u> and click "Employer/Host Organization" at the top of the page, as shown in the image below.



Step 2. Scroll to the bottom of the page and select "Register", as shown in the image below.



Step 3. Once the form shown in the image below has loaded, fill in the appropriate information. All fields with a * must be filled in.

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Step 4. Once you are done filling in the form, click "Continue" at the bottom of the page, as shown below. It will take 1-2 business days for your account to be approved.

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Note: If you wish to post a job, please see the steps below, on page 4. You will only be able to create a job posting once your account has been approved.

How To Create a Job Posting

Step 1. Ensure you have an approved account registered. If not, please follow the above steps, starting at Page 2.

Step 2. Visit <u>https://ccr.trentu.ca/home.htm</u> and select "Employer/Host Organization" at the top of the page, as shown in the first image. Scroll to the bottom of the page and select "Login", as shown in the second image.



Step 3. Once logged in, navigate to the Student Job Board on the left-hand menu, as shown in the image below. If this menu is not visible, click the three lines at the top left, just below the Trent University logo.

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Contact worklink@trentu.ca for mo	bre information or to register.				
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Careerspace facilitates meaningful and va	luable experiences between motivated students and organizations				
Trent students are eager to take on new challenges in e	xcting and creative environments. Whether it be in a traditional work environment, out in the field, on a slage, or in a competition, our students are ready to get involved.				
Gain a valuable team member with fresh ideas from the	number one undergrad school for producing the leaders of fomorrow, and bring a student's education to life.				
Visit trentu.ca/careerspace/employers for more informat	ion.				
Account Information:					
You can click on the "My Account" tab at the top of To undeter unw executed information which as the 13	this box to update your account information at any time.				
To view your historical job postings, click on "My Jo	o Poolings"				
To repost a job, scroll to the far right of the screen i For assistance on posting your job opportunity, plese	and select "Repost" ase refer to this PDF "How To Post Your Job Opportunity"				
On behalf of Careerspace at Trent University, I look forv	and to hearing from you and exploring how we can help connect you to the motivated and talented student and alumni community at Trent University.				
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Step 4. Click the blue button "Post a Job", as shown in the first image. If a window pops-up asking you to select where to post, select "Student Job Board" (this is where students and alumni can view your posting). You may have the opportunity to re-post a job you have already posted before, or you can create a new posting.



Step 5. Fill in the required fields, marked by an *, with the appropriate information. Your organization information will likely be auto-filled from your account registration, but you can change this if needed.

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Note: For the application method, you can decide whether you would like the applicant to access applications through the Trent Student Experience Portal, or through your corporate website. If you choose the former, you can choose to have the applications emailed directly to you as students apply, or you can access their applications by logging into the Portal once the posting has closed.

Step 6. Once the form is complete, select "Submit Posting for Approval" at the bottom of the page. This is shown below. It will take 1-2 business days for your posting to be approved. Upon approval, you'll receive a confirmation email.

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You are now ready to receive applications!

Thank you for supporting students at Trent University. If you have any questions, please do not hesitate to contact us at <u>worklink@trentu.ca</u>

