

USER GUIDE: JOB POSTINGS: OUTCOME CAMPUS CONNECT

REACH STUDENTS AND NEW GRADS: Employers with an account on CareersNOW! can access Canada's largest campus recruiting platform. Post jobs using the Outcome Campus Connect feature to send WIL (Work Integrated Learning) postings, co-ops, and internships to student and newly graduated job seekers.

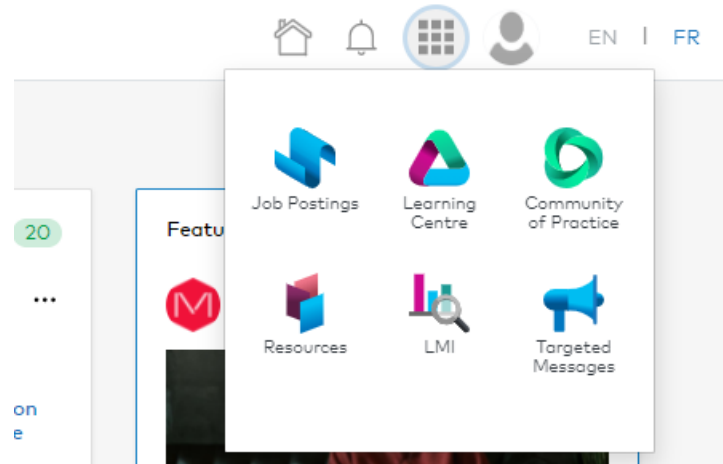
HIRE ACROSS CANADA: Outcome Campus Connect allows employers to connect with over **1 million student accounts** from 100+ postsecondary school job boards across Canada.

SAVE TIME: Instead of posting to each individual school, employers can reach qualified candidates at multiple Canadian universities and colleges with just one posting.

BE SPECIFIC: Target student job seekers based on year and program of study, location, and career interests.

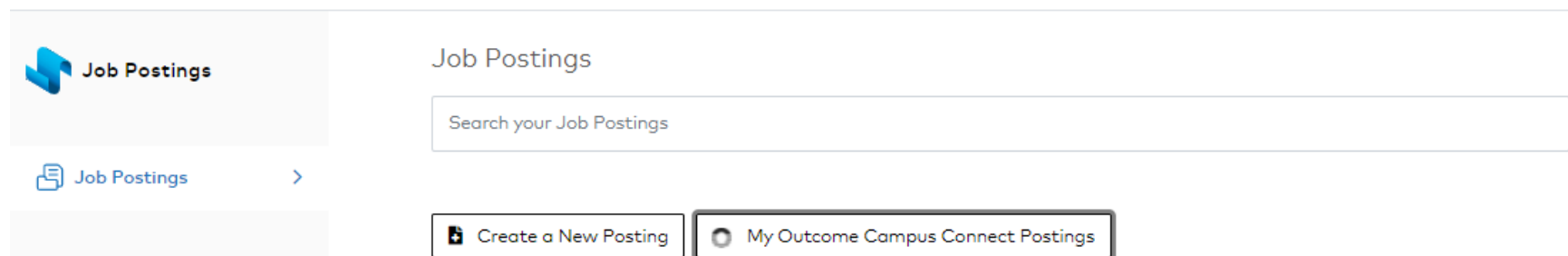
STEP 1: Select Job Postings from the App Drawer.

The App Drawer is located in top right corner of the page when you log into Magnet beside the Profile Icon. From here, you will be able to select Job Postings from the list of options that appear when you click on the App Drawer.



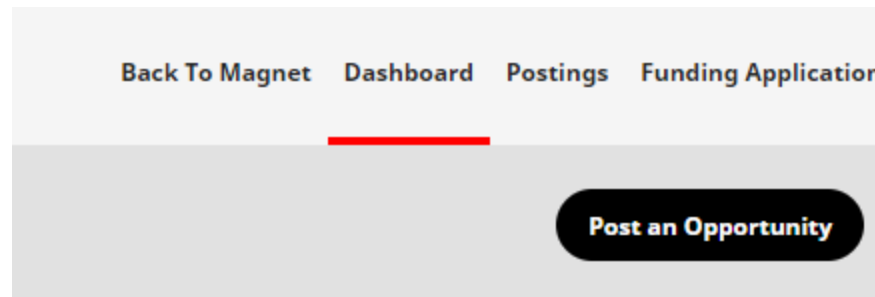
STEP 2: Select Outcome Campus Connect Postings.

In the Job Posting Page, click on My Outcome Campus Connect Postings. You will be brought to the posting type selection screen, where it will request permission to access your account. Click “Authorize” if you wish to proceed.

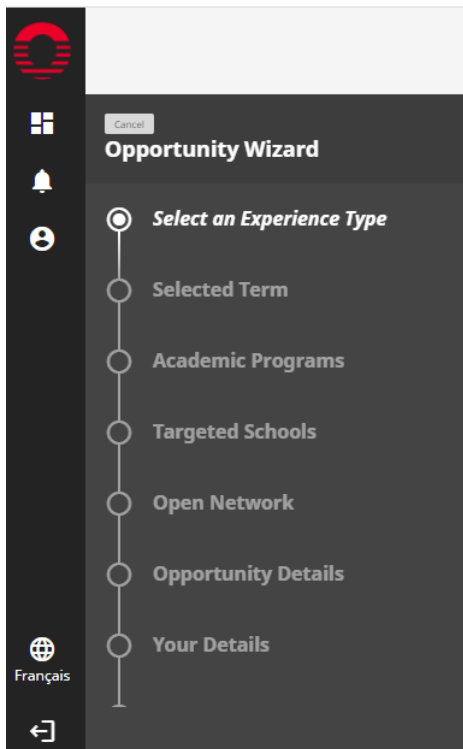


STEP 3: Click on “Post an Opportunity”.

After agreeing to OCC’s Terms and Conditions, you will be presented with a Dashboard. Click on **Post an Opportunity** in the top-right hand corner to begin posting the job you are recruiting for.



A panel called an “**Opportunity Wizard**” will then appear on the left-hand side of the screen outlining your journey through the system.



- *Select an Experience Type* – What type of opportunity are you looking to recruit for?
- *Selected Term* – When are you looking to have the student start?
- *Academic Programs* – What type of fields or area of study are you looking to target?
- *Targeted Schools* – Which institutions are you looking to recruit from?
- *Open Network* – Would you like to promote your opportunity to OCC’s open network as well?
- *Opportunity Details* – Provide further information on the opportunity (e.g. Job title, skills, etc)
- *Your Details* – To be used by the institution if they have follow-up questions.

STEP 4: Add Any Additional Options:

If you are looking to give opportunity higher visibility with any of the following groups, select from the following:

First-year Students	<input type="checkbox"/>
Indigenous Students	<input type="checkbox"/>
Newcomers to Canada (within 5 years)	<input type="checkbox"/>
Persons with Disabilities	<input type="checkbox"/>
Visible Minority	<input type="checkbox"/>
Women in STEM	<input type="checkbox"/>

STEP 5: Preview your posting.

Here, you will be presented with all the information you have selected for your posting. You will be able to preview before your posting goes live. If you are satisfied with your posting, click **“Finish.”** If you would like to edit any information, click on **“Previous”** or any option in the Opportunity Wizard.

STEP 6: Apply for funding

You may be eligible to receive up to \$7,500 in wage subsidies:

The screenshot shows the 'Funding Wizard' interface. On the left is a dark sidebar with a 'Cancel' button at the top and a progress indicator with three steps: 'Posting' (checked), 'Delivery Partner' (selected), and 'Delivery Program Overview'. The main content area has a 'Progress' bar at the top, followed by the heading '2. Let's select a delivery partner'. Below this are three radio button options: 'EXCELLENCE IN MANUFACTURING CONSORTIUM', 'MAGNET SWPP PROGRAM', and 'ONTARIO CHAMBER OF COMMERCE'. At the bottom are 'Previous' and 'Next' buttons.