

General Information

Recruiting Conestoga Students and Graduates is Easy!

Co-op & Career Services provides:

- Free online posting of employment opportunities targeted to students and graduates in program-specific areas
- Data on current salary levels, college programs and student availability
- Knowledgeable staff to assist with employer recruitment strategies
- Interview space on campus
- Support throughout the recruitment process and co-op work term
- A number of ways to promote your organization to students. See the “Additional Services Available to Employers” section on page 6.

MyCareer – Conestoga’s recruiting management system

careers.conestogac.on.ca

Use MyCareer to:

- Post co-op and graduate job opportunities
- Target students from specific programs and clusters of programs
- Monitor the number of students who have viewed your job posting
- Retrieve co-op applications and schedule interviews – all online (Applications are available one day after the posting closes)
- View your saved job postings and easily re-post without having to re-enter information
- Retrieve your Ontario tax credit letter online.

How to Post a Job Opportunity

Tip: Use the MyCareer Quick Reference Guide for Employers available at: www.conestogac.on.ca/employers/employerguide.jsp

1. Login to MyCareer:

careers.conestogac.on.ca

Active employers who have posted a job opportunity in the last two years can log in using their user name (email address) and password.

New employers and employers who have not posted a job with Conestoga in the past two years can click on the Register for an Account button and complete the online form. An email will be sent once your new account has been approved.

2. **Select the Co-op Recruiting or Career Services Recruiting button** for the type of recruiting you wish to do.

3. **Enter the required information and details of the position.**

Once your job posting has been approved, you will receive an email message with further details.

You're on your way to hiring talent from Conestoga College. It's that easy!



Benefits of Employing Co-op Students

- Acquire cost-effective temporary employees for peak periods of activity, seasonal variations in workload or short-term projects
- Explore new employment positions without extensive investment or long-range commitment
- Raise your organization's profile with students and graduates as an employer of choice
- Add bright, motivated, fresh talent to your organization
- Evaluate candidates before consideration for permanent employment; the work/study approach to education assists employers in recruiting mature, experienced graduates
- Familiarize prospective full-time employees with your organization, decreasing orientation and training when hiring graduates
- Receive up to \$3,000 per student per work term by qualifying for the Ontario Co-operative Education Tax Credit (CETC). For more information on Tax Credits, please see page 3.
- Contribute to the enhanced education and training of Ontario's future skilled workers