

Log in to MyCareer

careers.conestogac.on.ca

Existing employers

can log in with user name (email address) and password.

For password recovery, click through to the Employer Login screen, and click on Forgot Password.

New Users


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.



Dashboard

Once you have successfully logged in, you will see the Employer Dashboard.



Main Tool Bar

Tabs

Co-op Recruiting
Recruit Conestoga College students for co-op work terms.

Career Services Recruiting
Recruit Conestoga College students and alumni for the following types of positions:

- Immediate Full-time
- Summer
- Part-time

MY CURRENT JOB POSTINGS

JOB ID	JOB TITLE	POSITION TYPE	APPLICATION DEADLINE
224	Student Employment Services Assistant-Work Study	Full-time	Oct 30, 2009

MY SCHEDULE (INTERVIEWS, INFORMATION SESSIONS, EVENTS)

My Scheduled Interviews
You have no interviews scheduled.

My Scheduled Events / Information Sessions
You have no information sessions / events scheduled.

To Post a Co-op Job
Click here then on Job Postings tab to view your Job Posting Options.

To Post a Career Job
Click here then on Job Postings tab to view your Job Posting Options.

Please Note: Applicants for your graduate, part-time, summer and contract positions will apply directly to your organization.

MyAccount Information
View and update your Login, Contact, and Organization information. Add services of interest.

Summary of your job postings for easy access.

Summary of Scheduled Interviews, Information Sessions, and Events.

How to Setup Interviews (Co-op positions only)

When you are ready to setup interviews for your co-op position follow these steps:

1. Login to MyCareer: careers.conestogac.on.ca

2. Select the Co-op tab from the main tool bar.

Select the **Job Applications** tab.

Locate the job you wish to interview for, and click on the **View Applications** link.



3. a. Once you have determined who you wish to interview, select **Yes** for all students you wish to interview, then Click on **SUBMIT**.

Proceed to step 3b.



b. Click on the **Interviews** tab on the toolbar at the top and follow the interview wizard:

Step 1: Start Interview Schedule - Identify interview type

Step 2: Specify Interviewers - Add an interviewer if the interviews are taking place over a few days

Step 3: Specify Location - on campus, or off campus

Step 4: Specify Interview Dates & Times - Length of interview, interview date, start and end times, break schedule

Step 5: Specify Instructions for Our Staff - this information is not visible to students

Step 6: Summary - Review details for accuracy before submitting request

4. At this point, your interview has been submitted and is pending approval. Student interviews will be confirmed within 24-48 hours of the interview date.

Once scheduled, details can be viewed under the **Interview** tab by clicking on the **View Schedule** link.



Tax Credit Letters Now Online!

Co-operative Education Tax Credit (CETC) letters can now be retrieved through your MyCareer account. To retrieve and print your letters login to MyCareer and follow the instructions on the dashboard.

Note that letters are no longer being mailed and must be retrieved online.