

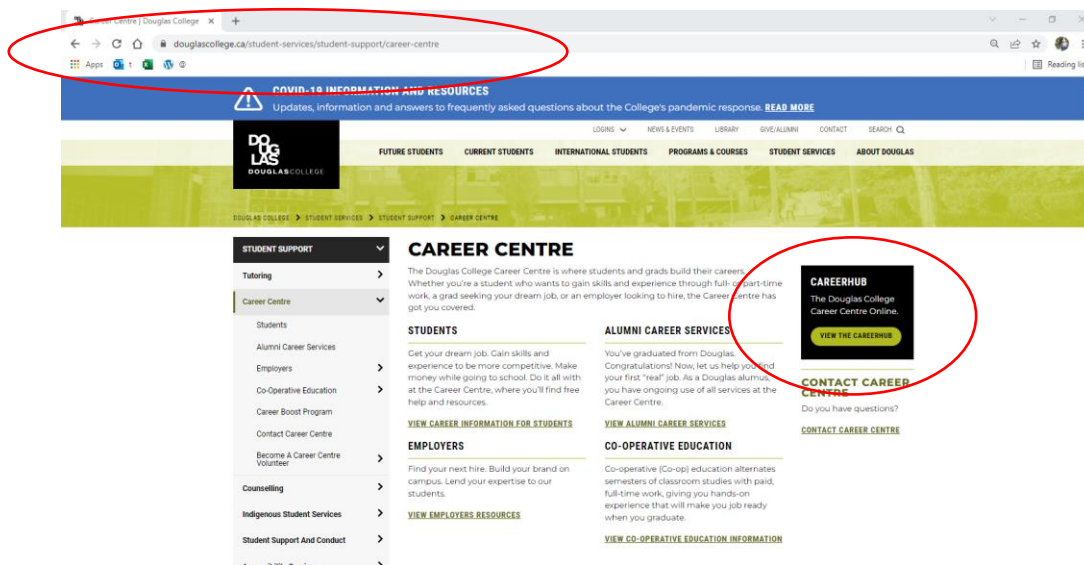
Dear CYC Community Partners:

Thank you for your interest in making your job postings accessible to Douglas College Child & Youth Care (and other) current students and alumni! Please follow the steps below to 1) create an employer profile at Douglas College Career Centre's CareerHub and 2) be able to freely post your job postings as needed. This guide has been created to help you through that process, step-by-step. Meanwhile, we're happy to continue sharing your job postings on our social media page and circulating them amongst faculty.

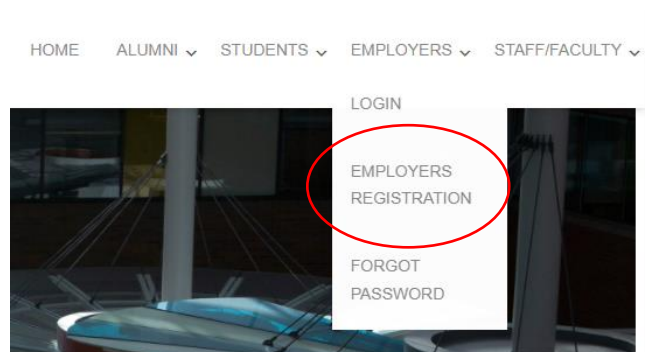
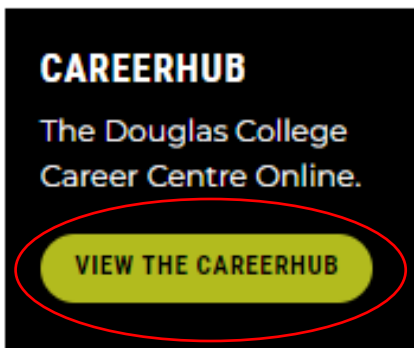
- The CYC Faculty Team

Part 1 of 2: Create an Employer Profile

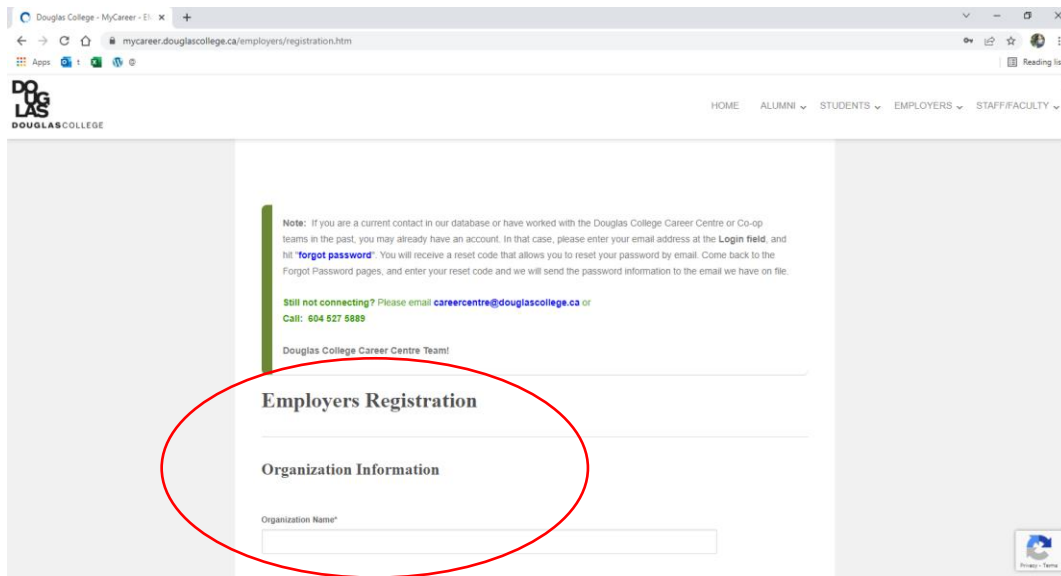
Step 1: Visit the Career Centre website: <https://www.douglascollege.ca/student-services/student-support/career-centre>



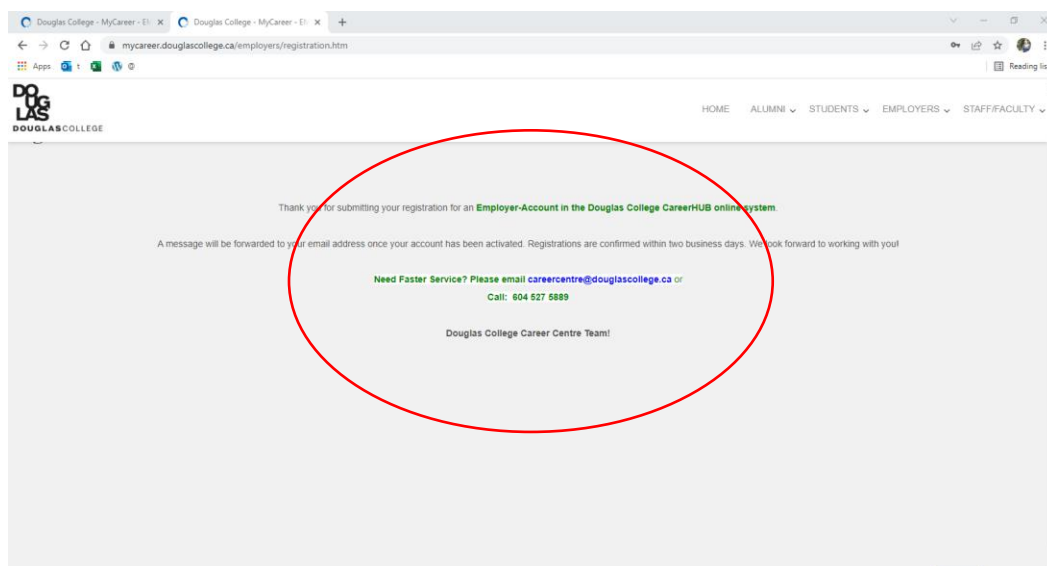
Step 2: Click on 'View the CareerHub.' Then click on the 'Employers' drop down menu. Select: 'Employers Registration.'



Step 3: From there, enter your organization's information. This will include: organization, division, contact information, as well as some miscellaneous information including: industry, services that you're interested in learning more about, as well as your LinkedIn account, if available. (Be sure to choose 'Child & Youth Care' for the 'Industry' drop down menu to ensure prospective applicants from the CYC program look specifically for you.)



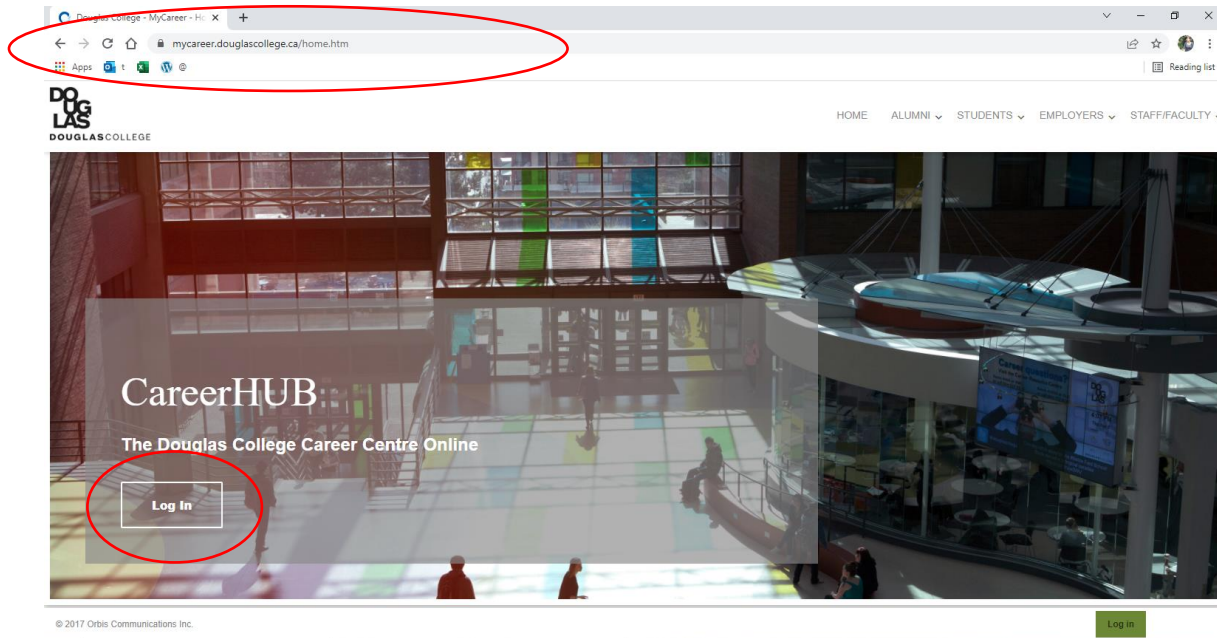
Step 4: After submitting your initial employer registration, you'll receive the following message, confirming receipt. A Program Assistant from the Career Centre will respond to your request within 2-3 business days. During this time, a Program Assistant may call you verify your account details. Once approved, you'll be able to post a job opportunity at any time (at no cost).



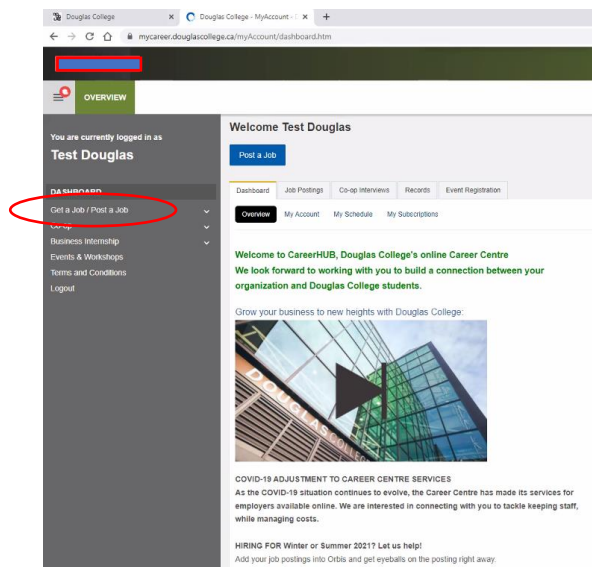
Part 2 of 2: Post a Job Opportunity

Step 5: When posting a position, visit the CareerHub website directly, and click 'Log In'.

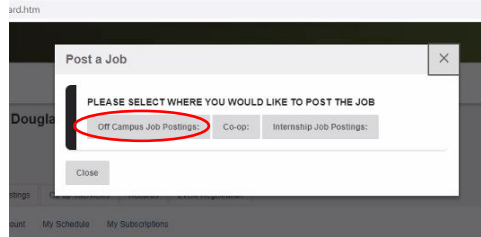
<https://mycareer.douglascollege.ca/home.htm>



Step 6: You'll be prompted to select your user type (click 'Employer') at which point you will need to enter your email address and password to access your profile page. Once on your profile page, click 'Post a Job.'

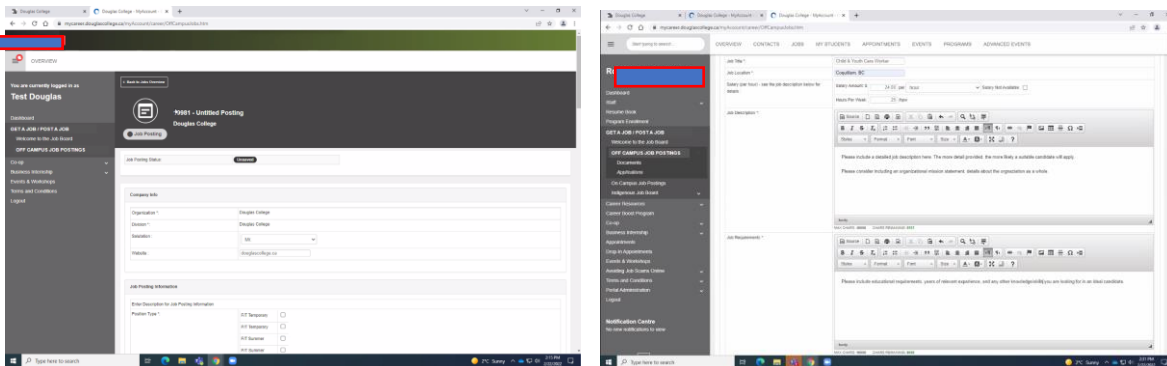


Step 7: You'll then be prompted to select 'where you would like to post the job.' Make sure to select 'Off-Campus Job Postings' option to ensure you're not posting to a separate system (e.g. for co-op students). At this point, you'll be prompted to read and accept the Terms & Conditions. (If your organization also supports co-op positions, please contact Career Services to be in touch with the co-op program assistant to assist you with that different process).

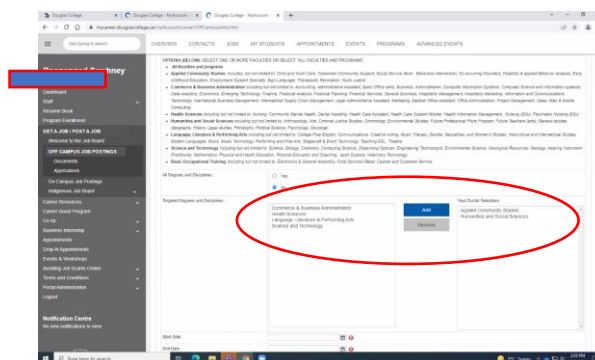


Step 8: Next, you will be prompted to populate the open fields with information. Feel free to copy and paste details from the job posting that you have for distribution and/or on your organization's human resources website. The following screenshots are examples of what you'll need to submit.

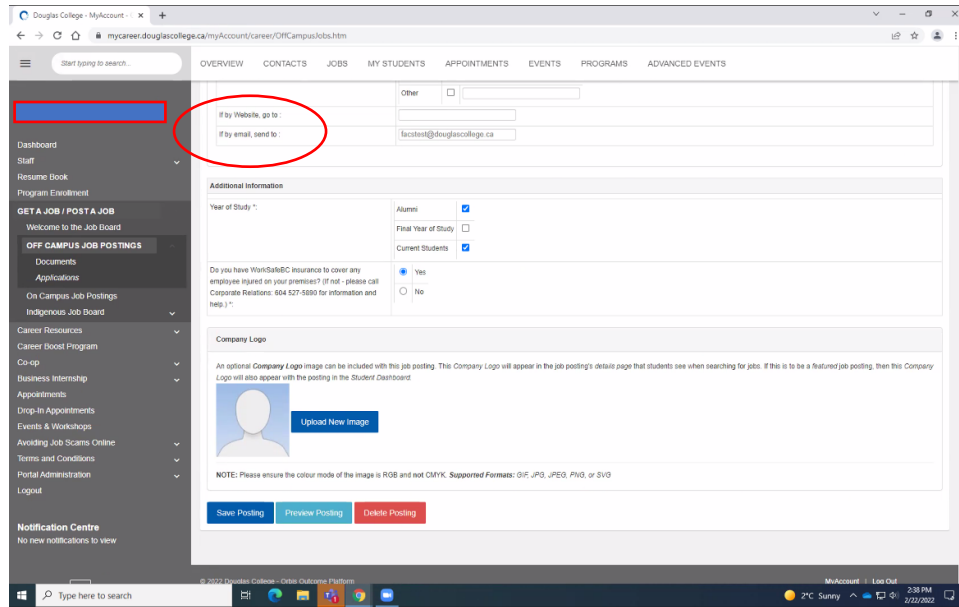
Step 8a: When completing the job posting form, please note that the more detail provided, the more likely candidates will apply. It's recommended that you include your organization's mission statement in addition to the job description.



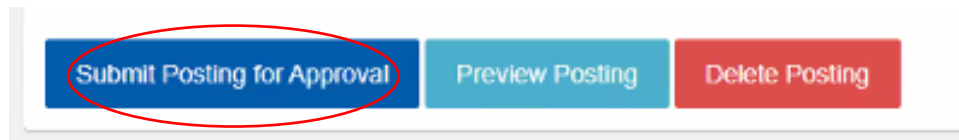
Step 8b: You will then be prompted to select one or more faculties at Douglas College. This selection is to ensure students and alumni from those faculties see your posting. The faculties and their programs are listed for your consideration. We recommend that you not limit your posting to Applied Community Studies (formerly CFCS), but to consider other faculties as well.



Step 8c: Next, you'll need to select the most appropriate directions for applicants to submit their applications. If you want to direct applicants to your website, you can do that too. When it asks you to select the 'Year of Study,' we suggest that you ignore the 'Final Year of Study' option, as this may overlook potential candidates based on the software's algorithms.



Step 8d: Finally, you will 'Submit Posting for Approval.' Your posting will immediately be sent to the Program Assistant, who will send you a confirmation email to confirm the posting was approved and that it is now 'live' on the website for students to see (turnaround process is typically within 2-3 business days). The postings default to being 'live' for 2 weeks; however, you can change this.



Step 9: Got questions? When in doubt, please call the Program Assistant at the Career Centre, careercentre@douglascollege.ca or 604-527-5889, who can troubleshoot and respond to any of your questions.

Thank you for your continued support of our students & alumni!
- The CYC Faculty Team at Douglas College