

CO-OP EMPLOYER TIP SHEET

HireSMU is your online recruitment management system, making recruiting SMU students effortless. Here you can post jobs, view resumes and cover letters of job applicants, offer candidates a position and book on-campus recruitment events. Should you have any questions throughout the registering process, please contact coop@smu.ca or phone 902.420.5641.

Creating your HireSMU account: The first step to advertising a co-op position at Saint Mary's University is creating an account. You have the option of creating your account and posting a job right away, or creating your account and posting later.

➤ Create your HireSMU Account and Post a Job

- ✓ Visit <https://sobey-smu-csm.symplicity.com/employers> and click on "REGISTER AND POST A JOB". *If you do not have a posting, please see below on Create Your HireSMU Account and Post a Job Later.*
- ✓ Complete your profile information. Click on NEXT.
- ✓ Select "CO-OP" as your position type.
- ✓ Complete the Job Description form and click "SUBMIT".
- ✓ After submission, your profile and job description will be reviewed by a Saint Mary's University Co-op staff member within one working day for approval.
- ✓ Once a staff member approves your information, you will receive an email confirming that your job posting has been approved and posted. A staff member will contact you if there are any questions or concerns about your information.
- ✓ If you do not receive an email within one working day please contact coop@smu.ca or call 902.420.5641.

➤ Create Your HireSMU Account and Post a Job Later

- ✓ Visit <https://sobey-smu-csm.symplicity.com/employers> and click on "REGISTER".
- ✓ Complete the COMPANY INFORMATION form and click "SUBMIT".
- ✓ After submission, your profile will be reviewed by a Saint Mary's University Co-op staff member within one working day for approval.
- ✓ Upon approval, you will receive an email asking you to create a password.
- ✓ Once you have created your password, you can log in anytime at <https://sobey-smu-csm.symplicity.com/employers/> by entering your username (your email) and password.

➤ Posting a Job

- ✓ Log into your account.
- ✓ Click on the "JOBS" tab at the top of the page – there you will see a list of the jobs you have posted.
- ✓ Click the "ADD NEW" button.
- ✓ Select "CO-OP" as your position type.
- ✓ Complete the Job Description form.
- ✓ Please note you have 3 options to receive job applications:
 1. **E-mail:** Student applications will be emailed to you individually as they are submitted.
 2. **Accumulate Online:** Applications will be collected as a group and either you can log-on to see the applications, or the co-op office will email them to you on a specified deadline date.
 3. **Other:** Choose this option if you want students to apply outside of the HireSMU system, either through email or on your website. Please indicate your email address or website.
- ✓ After submission, your profile and job description will be reviewed by a Saint Mary's University Co-op staff member within one working day for approval.
- ✓ Once a staff member approves your information, you will receive an email confirming that your job posting has been approved and posted. A staff member will contact you if there are any questions or concerns about your information.
- ✓ If you do not receive an email within one working day please contact coop@smu.ca or call 902.420.5641.

➤ **Reviewing student applications**

- ✓ Log into your account.
- ✓ Click on the “JOBS” tab at the top of the page and select the job you want to review applications for.
- ✓ At the top of the page there is a “STUDENT RESUMES” tab – click on that tab to review student applications.
- ✓ You can click on each student’s cover letter and resumes individually to download them, or make a package of all of the application documents. If you prefer, the co-op office can generate the application package and email it to you. If you want to generate the book yourself, follow these steps:
 1. “CHECK” the students you want to include in the application package by clicking the “+ -” box next to their name. Click the “+” button at the very top of the “+/-” column to select *all* of the applicants.
 2. Click “GENERATE BOOK”. You will be asked to name the file and select which documents you want included. *Please note you can only include the documents you requested on your posting.* Resumes are automatically included; simply check the other documents you want. For example, if you requested cover letters and resumes, just click “cover letter”. If you also requested unofficial transcripts, click “cover letter” and “unofficial transcript”.
 3. Click the “SUBMIT REQUEST” button. It may take a few minutes for the system to create the publication. You can wait or you will receive an email when the publication is ready. When you log back in, go to the “JOBS” tab and then the “PUBLICATION REQUEST” tab to access/download the application package.

➤ **Arranging interviews**

- ✓ Currently we cannot book interviews through the HireSMU system; however the co-op office is happy to help you arrange interviews. Simply email (coop@smu.ca) us a list of your short-listed candidates, along with the dates/times you would like to conduct interviews and we will contact the candidates and email you the confirmed interview schedule. We can direct the students to your office for the interviews, or provide space on campus, simply let us know your preference.

➤ **Making a job offer to a co-op student**

- ✓ Log into your account.
- ✓ Click on the “JOBS” tab at the top of the page and select the job you want to review applications for
- ✓ At the top of the page there is a “STUDENT RESUMES” tab.
- ✓ There is an “EXP. LEARNING JOB OFFER” column in the student resume list. Simply click the “OFFER POSITION” button for your successful candidate. The co-op office will be alerted of the job offer through the system and when the successful candidate will receive an email and will be able to “accept” or “decline” the offer through their HireSMU account.
- ✓ You may contact the student by email or phone as well; however we ask that you confirm the offer through HireSMU so that we have a formal record of the offer.

➤ **Completing the Co-op Student Evaluation Form**

- ✓ HireSMU also allows the co-op office to send out co-op student evaluation forms electronically through the system. Where each work term is a learning experience, we feel this is good way to communicate to the student what they have done well and how they could improve. In the last month of the work term you will get an email reminder to log-in to HireSMU to complete the evaluation form for your co-op student.
- ✓ To access the Co-op student evaluation form, log-in to HireSMU and click on the “Co-operative Education” tab. From there you will see a list of the co-op students you have hired through the system.
- ✓ Simply click the “EVALUATE STUDENT” button next to your current co-op student and complete the evaluation form electronically.
- ✓ Once the evaluation is complete you will be taken to main Co-operative Education page where you can access a “PDF” of the evaluation. We ask that you print the evaluation off and share it with your student.

You can log into HireSMU any time to post a job, view job applicants or book an on-campus recruitment event!

<https://sobey-smu-csm.symplicity.com/employers>

As you are using the system, if you have any problems or questions, please phone us at: 902.420.5641 or email us: coop@smu.ca and we can walk you through each step.

Thank you for supporting the Co-op Program at Saint Mary’s University!