

TOURISM CO-OP & PRACTICUM EMPLOYERS

HOW TO CREATE AN ACCOUNT AND POST A JOB OPPORTUNITY

First time user? Please register!

1. If you are a first-time user and do not have an account, please register by going to:
<https://experience.capilanou.ca/home/landing.htm>.
2. Choose 'Employer' in the top right-hand corner, and from the drop-down list, select 'Employer Registration'. Fill in the information requested. Once submitted, your account will be reviewed by an administrator. Within two business days, you will be able to post co-op and practicum opportunities by following the steps below.

If you already have an account with CapU Career Hub or the Tourism Co-op & Practicum portal, access the employer login:

<https://experience.capilanou.ca/home/employerpage/employerLogin.htm>

Now to post a job ...

1. On the left-side navigation bar, navigate to 'Tourism Co-op & Practicum' then to 'Job Postings'.
2. Click on 'Post a Job'.
3. If you have posted with the CapU Career Hub previously, and there is an old job posting you wish to reuse, select from 'My Previous Postings'. Otherwise, click 'Post a New Job'.

4. Confirm or edit the 'Company Info' contact information as needed.
5. Fill in the desired job details under 'Job Posting Information'.
6. Under 'Application Delivery', input the URL of your company website if it hosts the job posting. If possible, please provide the full link that points to the specific job posting.
7. Fill in the fields under 'Application Information'. Here is where you can choose how you wish to receive postings. There are 4 options:
 - 1) Visit the portal to view applications as they come in.
 - 2) Re-direct applications to your website (be sure to input your site link).
 - 3) Receive applications by email as they come in.
 - 4) Receive bundled applications by email on your application deadline.

Note: If bundling, please be aware there will be a 2 day delay – we recommend you state the application deadline 2 days prior to the date you wish to receive the bulk applications.

8. If you are targeting students from specific programs, indicate this by checking the relevant 'Targeted Programs' (multiple selections permitted) under 'Job Posting Information'. *Example. You may choose Co-op only or you can choose TMI and Post Bacc for unpaid practicums. Or, you can choose all if each program fits.*
9. Click 'Preview Posting' to view the final version of your job posting.
10. If ready, click 'Submit Posting for Approval'.
11. Please wait for approval from CapU's Team WIL support (within 72hrs).
12. That's it!

If you have any questions or need any support please email tourismwil@capilano.ca
