HOW TO POST POSITIONS ON THE CAREER JOB BOARD

UVic co-op students are highly skilled, energetic and innovative – ideal additions to any workplace. As an employer, you can connect with UVic Co-op and Career to find the right student or graduate for:

- full-time positions
- part-time positions
- casual positions
- summer positions
- volunteer positions

You can post jobs, review and shortlist applicants using Learning in Motion, our Co-op and Career portal at learninginmotion.uvic.ca. For video tutorials about using the portal, visit our Youtube channel. Here are the step-by-step instructions to get you started:

1) Create an account in Learning in Motion (our job board):

To create an employer account, select the “Employers” button at learninginmotion.uvic.ca. Next, click “New account registration” and fill in your contact and organization information.

Once you’ve completed the form, click “Submit registration”. Once approved, you’ll receive an email confirming that your account has been created.

2) Post positions:

- When you’re ready to post a position, select the “Employers” button at learninginmotion.uvic.ca, and log in.
- Once you’ve signed in, select the “Career” tab at the top of the page.
- Select the “Job postings” tab, and then the “Post a new job” button.
- Complete the job posting form to provide information about the job itself as well as the types of candidates you would like to apply to the position.
- The more details you include, the easier it will be to attract candidates who are right for the positions you post, as candidates can search job postings for criteria that you include here.
- When you’re finished, hit the “Submit job posting for approval” button. It may take a few days for your position to be approved and posted.
- Now when you visit your home page, you’ll see a list of your posted and pending positions.

3) Review and shortlist applicants:

Most employers opt to use their own candidate evaluation system. However, if you’d like to use our system and would like support, please contact employer@uvic.ca for assistance.

You can connect with the Career Services office to arrange for in-person interview space and video conferencing.