Co-op + Career portal

SEARCHING CO-OP JOB POSTINGS

Co-op job postings are located in the co-op module. Once you click “Co-op” from the navigation menu, “Job postings” will appear as a sub-menu item.

There are a number of options for searching co-op jobs.

1. Use “Keyword Search” or “Organization Search”
2. Use the quick search links to browse all jobs that are open to you for a specific term, or browse all “Work abroad” jobs
3. Use the “Search job postings” option to define your search criteria
4. “Search posting” – can be used if you know the job ID of the job you are looking for

1. Keyword and/or organization searches can be used if you know exactly what you are looking for (e.g. “silviculture” or “Parks Canada”)

2. Quick searches show all jobs open to you [dependent on your program area and the term(s) you have been given access to]

3. Clicking “search job postings” will give you more advanced search options to filter your search (e.g. by location)

4. If you have a specific job ID, enter it in the “search posting” box
The search results page provides a list of all jobs that meet your search criteria. When browsing the search results, you can:

- Click “Save” to save the posting to your “My saved jobs” list (accessible from the main job postings page under “quick links”)
- Click “Apply” to directly start the application process (only recommended if you have already reviewed the full posting!)
- Click any job title to view the full job posting
- Click the “Not Interested” garbage can in the far right column to remove the posting from your search results

Be sure to scroll horizontally to see more columns, especially the application deadline!
REVIEWING A JOB POSTING

Jobs can vary in duration, application procedure and more, so it is important to review the information that is provided in each job posting.

Some jobs might have longer durations and count for more than 1 work term. Before you apply, make sure you are eligible for the duration of the job!

**TIP:** Pay close attention to the “Special Requirements” section that appears near the top of some postings, and the “Additional Application Information” section near the bottom of some postings – these sections provide vital information on specific job qualifications and/or additional instructions for applying (e.g. if an additional document/step is required)

There are various methods to apply to a job:

**Through UVic Posting System** = you can click APPLY at the top of the posting and follow the application process in the portal [see below for further detail]

**Employer Email** = you will need to email your application to the employer directly using the email address provided

**Employer Website** = you will need to access the link provided and follow instructions on the employer’s site
★ be sure to also click “I intend to apply for this position” at the top of the posting – this will allow you to access the posting after it closes and to track the status of the recruitment process

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**APPLICATION INFORMATION**

<table>
<thead>
<tr>
<th>Application Deadline:</th>
<th>Jan 30, 2019 10:00:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Procedure:</td>
<td>Through UVic Posting System</td>
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<tr>
<td>Application Material Required:</td>
<td>Cover Letter, Résumé</td>
</tr>
<tr>
<td>All Degrees and Disciplines:</td>
<td>No</td>
</tr>
<tr>
<td>Targeted Faculties and Co-op Programs:</td>
<td>View Targeted Programs</td>
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</tbody>
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