Thank you for your interest in posting with the UBC Kinesiology Co-op Program! We use a Career Services Management System called Symplicity to post jobs, collect applications, and administer co-op placements. The link to our Symplicity system is https://kin-ubc-csm.symplicity.com/employers.

If you or someone in your company has posted a position with us before, you will already have an account. Please do not register a new account with us if you think you may already have one. If you do not have the log in information for an existing account, or you aren’t sure if you have an existing account, please contact us at kin.coop@ubc.ca and we will help you access your account or set up a new one.

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If you have any questions or concerns about the job posting or hiring process for Kinesiology Co-op students, please don’t hesitate to contact us.

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Create a Job Posting
The following instructions should be used to create job postings for Kinesiology Co-op positions. Please note that once you have started filling in the form, you may click Save and Finish Later at the bottom of the page to save a draft.

1. Log in to https://kin-ubc-csm.symplicity.com/employers
2. Click Jobs > Job Postings then click Post a Job
3. There are a few preliminary questions that must be completed first as the page reloads based on these choices:
   a. Under Position Type, select Co-op. The page will reload with the fields relevant to co-op postings
   b. In the now-visible Copy Existing field, you have the opportunity to copy all information from a selected position that was previously posted by your agency. If this position is from a prior term, it is likely archived, so you will need to click Show Archived before using the drop-down selection. Once you have selected a position, the page will reload with the details from that position filled in
      Note: If you are using this option, please ensure you carefully review all information to ensure it is accurate for your current posting
c. In the list for Work Term, select the term and year you are hiring a student for. The page will reload again

**Note:** The summer term typically starts in May, fall in September, and winter in January. If you have further information about when a student will be working, such as training before official start date, you will be able to indicate this information in later fields.

4. At this point you may proceed with entering information about your position, including:

   a. **Job Title:** This is the title of the student’s job. Please avoid generic titles such as “Co-op Student” as all of the positions we post are for co-op students.

   b. **Job Description:** Provide a short description of your agency as well as a description of the job itself. If you have specific details regarding working location or environment, number of hours per week, exact start and end dates, or other details that you would like to share, please include them here.

   c. **Eligibility Requirements:** This section is for any certifications, schedule requirements, funding requirements, or absolutely essential skills that are concrete and measurable. We do inform students that they will not be considered for the position unless they have all of the Eligibility Requirements, so please don’t include optional qualifications here.

   d. **Qualifications:** Please list the remainder of your qualifications here. If you wish, you may indicate some of these as Assets which are not necessary for the position but would give students an advantage in this position.

   e. **Location:** Indicate the location of the position. If the position will take place in multiple cities, please indicate the one city that is most relevant as our system will not recognize combinations of multiple city names. You may provide more information in the next Worksite(s) field, or in the Job Description, if needed.

   f. **Worksite(s):** If your organization has multiple office locations, please indicate what location(s) the successful student will regularly work in. For example, someone posting a job at UBC may specify “UBC Robson Square.”

   g. **Work Term Duration:** Please select 4 months, 8 months, or 12 months, according to your requirements. If you are open to different durations, please select the one most appealing to you and include a note in the Job Description with the options available to students. If you would like students to indicate their preferred/available lengths on their applications, see Requested Document Notes below.
h. **Salary Level:** You may indicate compensation in the best format for you (e.g. hourly, biweekly, monthly, per term/4 month period)
   - **Note:** Positions must comply with local Labour Laws. In BC, this means that students must be paid the posted minimum hourly wage or greater
i. **Position Grant:** If this position is funded by a grant or award, please indicate the funding agency
j. **Posting and Expiration Dates:** The recommended length of posting is 14 days, however the system will let you post for up to 21 days. The expiration date is the last day for students to submit applications. The next business day following the expiration date is when you will receive your application package from the Co-op Office
k. **Resume Receipt:** If you would only like to receive resumes through this system, select Accumulate Online. Once your position has closed, the Co-op Office will generate a package of applications and email it to you on the next business day. If you have an external hiring platform that you would like students to apply to, select Other and complete the How to Apply field that appears below. We may also ask students to submit their application to the system so we know they’ve applied to your position
   - **Note:** Our system is not currently set up to allow you to receive applications via Email. If you select this option, it will be changed to Accumulate Online
l. **Transcripts:** Specify whether or not you would like to receive unofficial transcripts. If requested, they will be provided directly through the Co-op Office in the application package
m. **Additional Documents and Documents Required:** Select additional documents you would like students to submit, and indicate if they are required
   - **Note:** Students are always instructed to prepare and submit a cover letter
n. **Requested Document Notes:** If you have any requests regarding the documents that students submit, please indicate them here. This is typically used for requests such as the following:
   - **Specify contact name:** By default students are shown the name of the contact who submits the posting. If applications should be addressed to someone other than this individual, provide their name and position title (e.g. “Address cover letters to Jill Brown, Division Manager”)
   - **Request references:** Students do not typically include references as part of their resume. If you would like them to include this information, provide guidelines (e.g. “Please include a list of 3 references and their contact information as the third page of your resume”)
   - **Request a writing sample:** If you select Writing Sample in Additional Documents above, please provide more information as to what the sample should entail, including length and content. Typically the length is between 150 words and 1 page, and the content is either answering a specified question (e.g. “Why were you inspired to study Kinesiology?”) or up to the student (e.g. “May be taken from an assignment done for a previous class - does not have to be related to the field”)
   - **Request preferred duration:** If you are open to different durations and would like students to indicate their preferred duration in their application, please
provide further information here (e.g. “Please indicate in your cover letter if you are interested in a 4 month position, an 8 month position, or either”)

- **Number of Positions**: This field is not required, but if there are multiple openings for this position, you may indicate that here

- **Attachments**: This field is not required, but if you would like to include additional information, such as a full job description or schedule, you are welcome to do so here

5. Under **Screening Criteria**, there are 2 fields
   - **Work Authorization**: This field is compared to the student’s profile and used to determine if a student is able to apply to your position. Please do not specify this field unless one or more of these authorizations is required for your position. For example, positions funded through Canada Summer Jobs are only available to Canadian Citizens and Permanent Residents
   - **Work Authorization**: Please select Sample Application Approved

6. Once you have included all of your job posting information, click Submit. Your posting will now be listed on your Job Postings page with a Not Approved indicator

7. The Co-op Office will review your posting to ensure it is appropriate for our program before it is visible to students. Positions are typically reviewed within 2 business days. If the Co-op Coordinator has questions regarding your posting, you will be contacted via email and/or phone to clarify

8. Once your posting is approved, you will receive a confirmation email and the Not Approved indicator will disappear. Students can then view the posting and submit applications until the expiration date

**Application Review**

Once your position has closed, the Co-op Office will generate a package of applications and email it to you on the next business day. If you requested transcripts, your applicant package will need to be encrypted in accordance with FIPPA. The Co-op Office will call you with instructions to decrypt the package.

Please review all applications upon receipt of your package and contact the Co-op Office to arrange interviews. We are happy to contact students you wish to interview and arrange an interview schedule for you. Please provide the following information if you would like us to schedule interviews for you:

- **Interview Dates and Times**:
- **Interview Address & Location**: 
• Duration of each Interview:
• Interviewer(s):
• Selected Students:
• Open to Phone/Skype interview?:
• Special Interview Instructions:

Please keep in mind that students may be in classes, working part-time, and/or completing a work term while searching for positions. This means they may have restricted availability and may not be available for interviews on short notice.

**Reviewing Applications Online**

If you would like to review applications prior to the position closing, you may do so using the following instructions:

2. Click **Jobs > Student Resumes**. All applications to all active positions are listed here. Each application appears as its own entry with links to view submitted documents.
   - **Note:** If you requested transcripts, they will be provided directly through the Co-op Office in the application package. They will not be available online.