

# NAVIGATING THE RECRUITMENT PORTAL: A STEP-BY-STEP GUIDE TO POSTING YOUR JOB OPPORTUNITY & APPLYING FOR A WAGE SUBSIDY



Tip: Before you get started, make sure you have a job description prepared!

You can access our helpful guide to creating a job posting on our website.



First – you’ll need to create an account.

Head over to [merittchamber.magnet.today](https://merittchamber.magnet.today) and click on “Create an Account.”

The screenshot shows the Magnet login interface. On the left is a login form with fields for Email and Password, a 'Remember Me' checkbox, a 'Sign In' button, and links for 'Forgot Password?' and social media login. Below this is a 'Create an account' button, which is circled in green. On the right is a 'Welcome' banner with text about the platform and a 'Learn more' button. The bottom of the page includes logos for Canada and the Future Skills Centre, and a note about the project being funded by the Government of Canada.

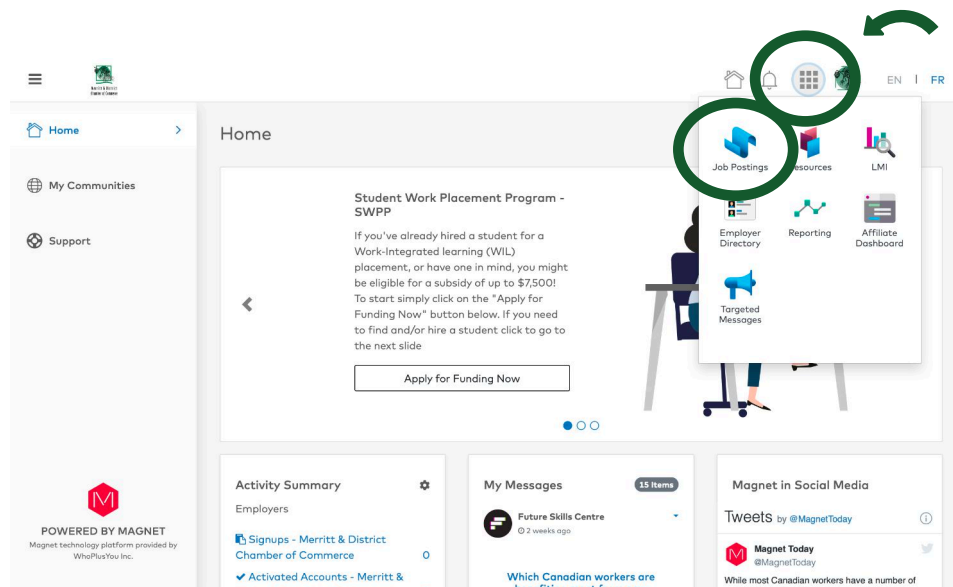
Next, under “Join as a” select the “Employer Organization” option.

This screenshot shows the 'Join as a' dropdown menu. The options are 'Select an Option', 'Employer Organization' (which is highlighted with a blue bar and circled in green), 'Job Seeker', and 'Recruiting Agency'. A green arrow points to the dropdown menu.

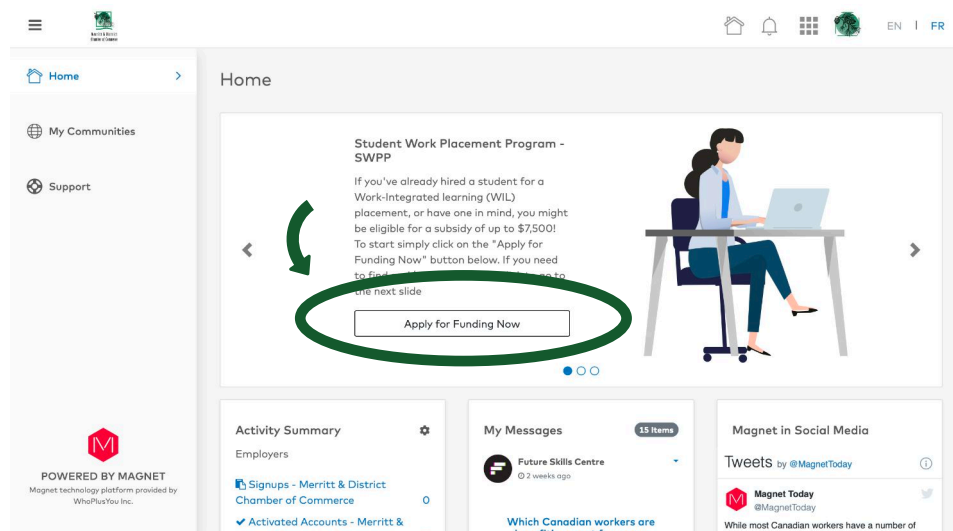
You’ll then be prompted to create your account. Enter your name, your business name, and email. You will be asked to create a unique password for your account.

The screenshot shows the account creation form. It includes fields for 'Business (Organization) Name (Required)', 'First Name (Required)', 'Last Name (Required)', 'Email (Required)', 'Confirm Email (Required)', and 'Password (Required)'. The password field has a note: 'Passwords must be at least 8 characters long, include at least 1 number and both upper and lower case letters.' There is a 'Sign Up' button at the bottom. At the very bottom, there is a link: 'By Signing up I agree to the WhoPlusYou User Agreement for Organizations and Privacy Policy'.

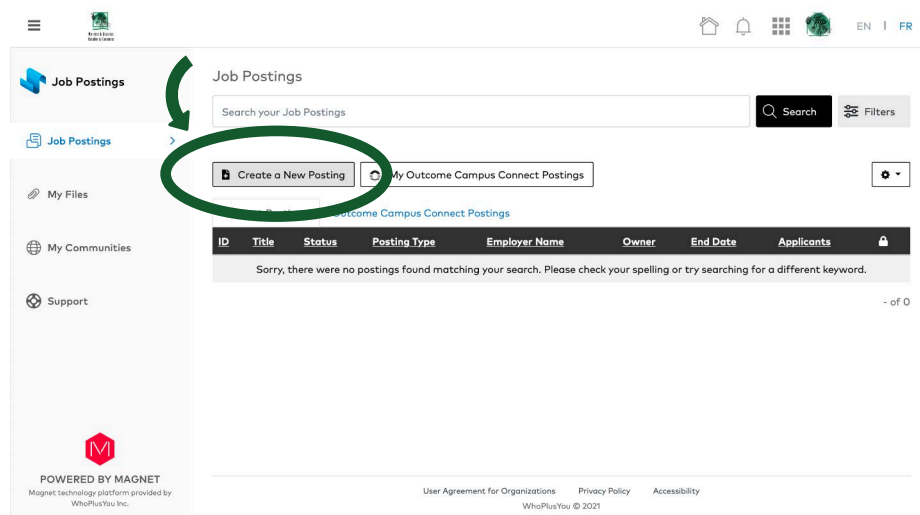
Once you've logged in, you'll be taken to the homepage. To post a job, **click on the menu icon**, and then select **"Job Postings"**.



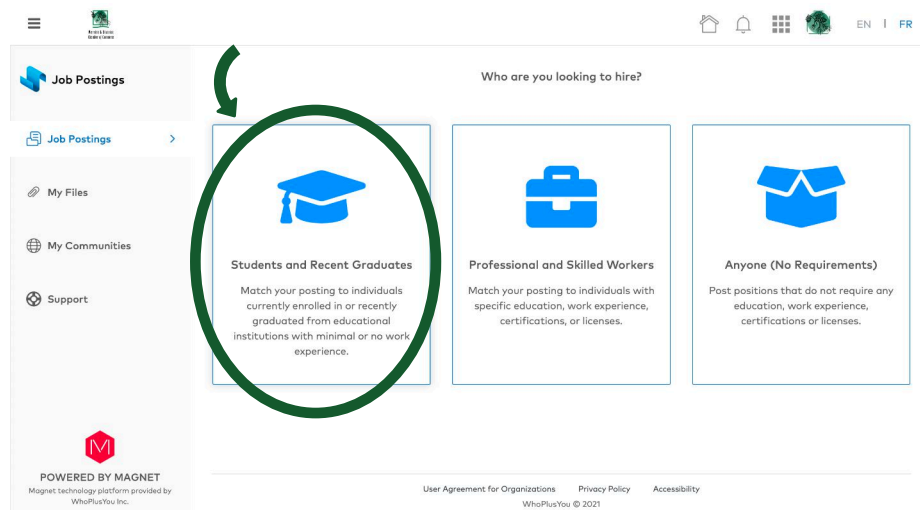
*Note: If you've already hired a student and are only looking to apply for the Student Work Placement Program wage subsidy, click on the first slide on the home page. It reads **"Student Work Placement Program – SWPP"**. This will take you directly to the SWPP Application Wizard, where you'll be asked to provide details about your business, the job, and the student you've hired.*



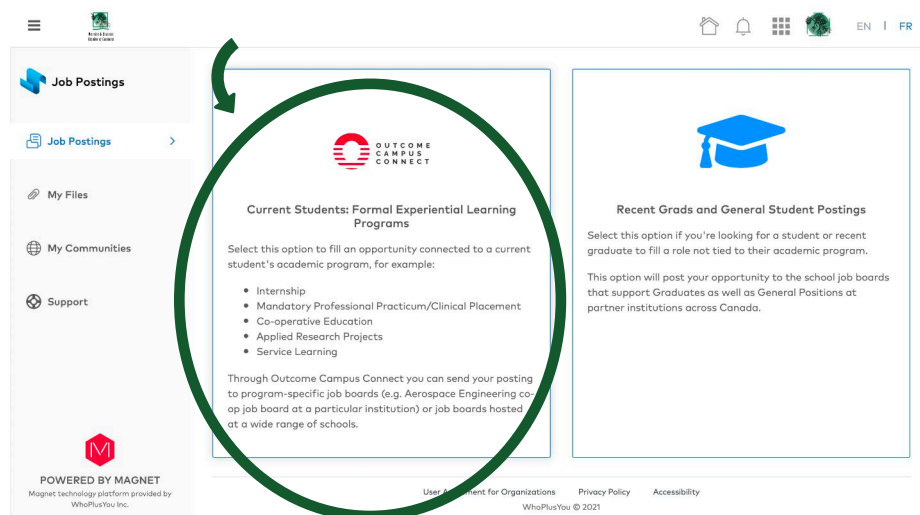
Once you've landed on the "Job Postings" page, select **"Create a New Posting"**.



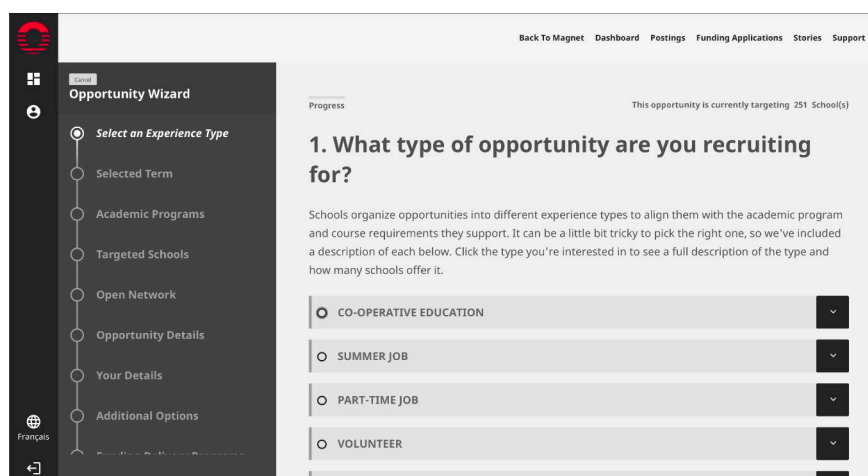
Then select **"Students and Recent Graduates"**.



Then select **"Current Students: Formal Experiential Learning Programs"** via Outcome Campus Connect. This will take you directly to the Opportunity Wizard – where you'll be guided through a few short steps to finalize your job posting and funding application.



The **Opportunity Wizard** guides you through 9 quick steps:

The screenshot shows the 'Opportunity Wizard' interface. On the left is a dark sidebar with a vertical progress bar and a list of steps: 'Select an Experience Type' (highlighted), 'Selected Term', 'Academic Programs', 'Targeted Schools', 'Open Network', 'Opportunity Details', 'Your Details', and 'Additional Options'. At the bottom of the sidebar are icons for 'Français' and a back arrow. The main content area has a top navigation bar with links: 'Back To Magnet', 'Dashboard', 'Postings', 'Funding Applications', 'Stories', and 'Support'. Below this, it says 'Progress' and 'This opportunity is currently targeting 251 School(s)'. The main heading is '1. What type of opportunity are you recruiting for?'. A paragraph explains that schools organize opportunities into different experience types to align with academic programs and course requirements. Below the text is a list of four options, each with a radio button and a dropdown arrow: 'CO-OPERATIVE EDUCATION', 'SUMMER JOB', 'PART-TIME JOB', and 'VOLUNTEER'.

- Step 1** You'll need to determine what type of opportunity you're recruiting for. Outcome Campus Connect offers a description of the different types of work-integrated learning opportunities within the application. You can also refer to the Chamber's Guide to WIL available on our website.
- Step 2** Select the term you're targeting (i.e., when would you like the student to start? Summer, Fall, Winter, Spring?).
- Step 3** If you're looking to hire from a specific field or academic program, you can select one in this step. If you're unsure, choose an option that seems most relevant, or select all.
- Step 4** Here you can target province(s) and/or specific schools to recruit from.
- Step 5** Promote your opportunity to Outcome Campus Connect's open network. This increases visibility of your posting.
- Step 6** Now it's time to add your job posting details.
- Step 7** Provide your contact details (job title, name, phone, and email) so the institution can contact you should they have any follow-up questions about the posting. Your information WILL NOT be displayed to the student viewing the opportunity, just the institution.
- Step 8** If you'd like to give your opportunity higher visibility with any underrepresented groups, you will be able to select those here. Selecting any of the options below does not restrict who can view or apply to your opportunity, it simply highlights your opportunity to students who may identify with one of these groups.
- Step 9** Employers who hire students in work-integrated learning (WIL) placements may be eligible for a wage subsidy at a rate of 70% up to \$7,500 per student. Confirm your eligibility and select Magnet, or another delivery partner, to submit your application.

**That's it! You're all set.**

With one job posting, connect with students directly at over 85 post-secondary institutions across Canada and submit your funding application. You will be able to manage your job posting, candidates, and wage subsidy application through the Recruitment Portal and email notifications.