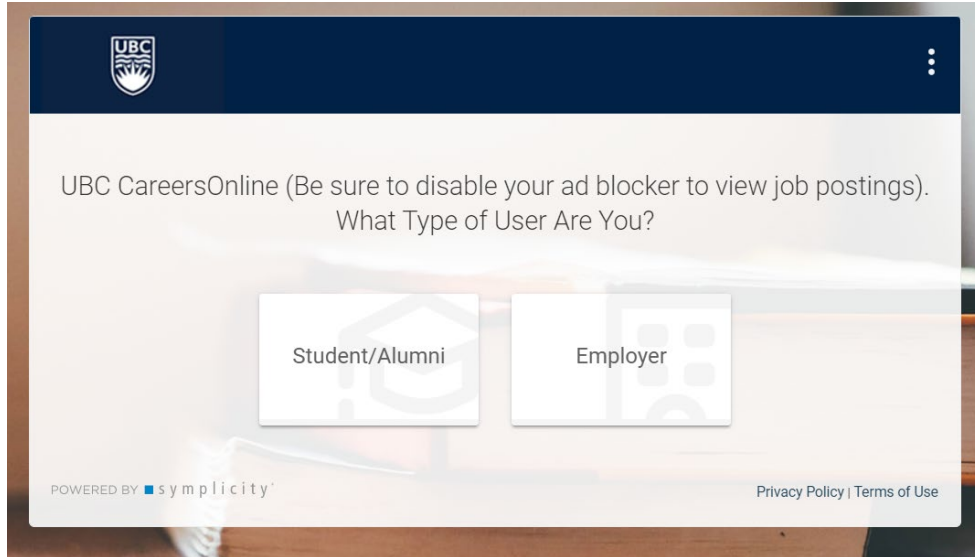




Work Learn | Proposal Submission CareersOnline Step by Step Guide

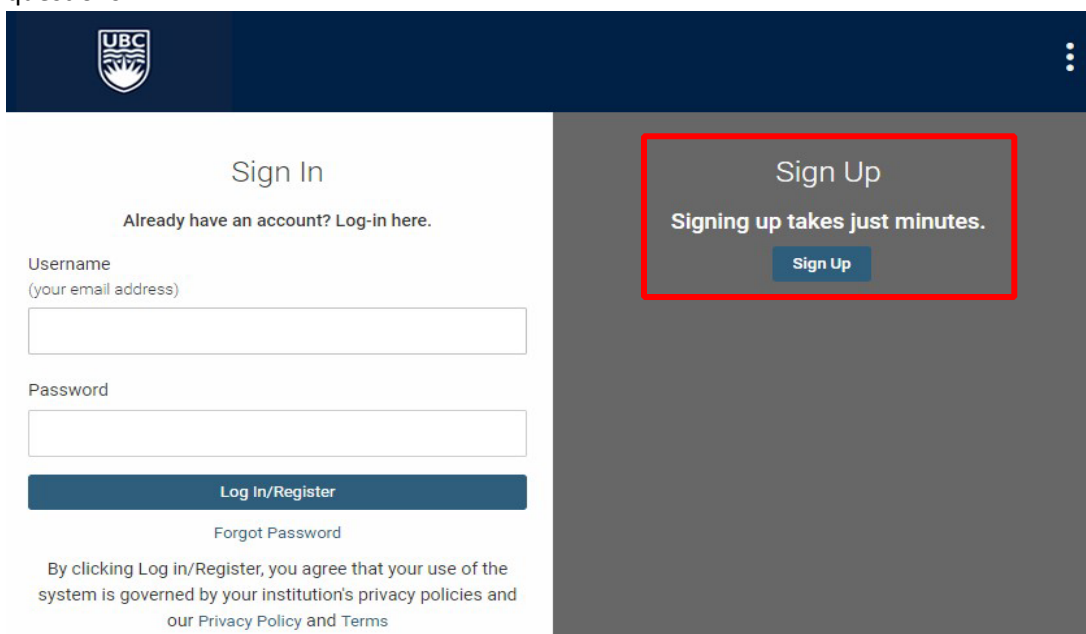
UBC CareersOnline platform (powered by Symplicity) is a central career online platform which all UBC students and alumni with UBC student number have access to with their CWL. Students and alumni can browse the online job and volunteer job board, and sign up for career fairs, attend career building workshops and advising.



Each employer including Work Learn supervisors who would like to submit Work Learn proposals and recruit UBC students and alumni has to create an employer account [here](#) on the employer interface, regardless if you are an external employer, or UBC internal employer. Please refer to the instructions below to follow each step to submit your Work Learn proposals.

1. Log in to UBC CareersOnline (employer): <https://ubc-csm.symplicity.com/employers>
If you do not have an account yet, first SIGN UP to create an account.

Attention: Ensure you create your account in advance. Employer accounts can take up to 2 business days to be approved in the system. Please email recruit.talent@ubc.ca if you have any questions.



2. Go to **Opportunities → Position Postings** under on the left-hand side of the home page, and then click button **Post an Opportunity**. Then select, **Post to This Organization and Sister Institutions Only**.



Home / Opportunities

Home

Organization Profile

Opportunities

Position Postings

Student Resumes

Job Shadow

Archived Positions

CF Jobs

Publication Requests

Event Registrations/Bookings

Experiential

Opportunities

Position PostingsApplicationsJob ShadowArchived PostingsCF JobsPublication Requests

Keywords

Searches Position Title, ID, Description and Organization Name

SearchClearMore Filters

Post An Opportunity

1 result

Where would you like to post your job?

×

Symlicity Recruit® Network Schools

Post your job and collect applicants across multiple schools (including **University of British Columbia**) using Symlicity Recruit. Fees may apply.

Post Job To Multiple Schools

This Organization and its Sister Institutions Only

Post your job and reach qualified candidates from this organization and its sister institutions only.

Post To This Organization And Sister Institutions Only

3. Under **Job Type**, select **UBC Vancouver Work Learn Program**, to activate the Work Learn proposal submission form. If this is not selected, your submission will not be reviewed.

Position Type *

☐ Paid (Full-time) (30 hrs/wk or more)

☐ Paid (Part-time) (29 hrs/wk or less)

☐ Volunteer

☒ UBC Vancouver Work Learn Program

☐ UBC Vancouver Work Learn International Undergraduate Research Awards Program

3.1 For **returning supervisor**, if you wish to copy your previous proposal, you can do so by clicking the arrow and selecting one from the list of your previously submitted postings.

Copy and re-submit a previous Work Learn proposal

If you wish to re-submit a previous proposal/job, select only a previous **Work Learn proposal** or **Work Learn International Undergraduate Research Awards proposal**.

Selecting a proposal/job that was not previously in either of the above programs, will take you out of the Experiential Learning form and you will no longer be able to see the relevant fields.

Review and edit your job before re-submitting.

Show Recent Jobs

▼

ATTENTION FOR RESUBMISSIONS ONLY: Please refrain from editing an existing posting and resubmitting it for a new term. This can lead to an error with your job posting in the system. We ask that if you are resubmitting a pervious proposal, please follow the instructions outlined above (section 3.1).



4. Complete all the fields on the form. In particular, please pay attention to instructions in blue. Here is the list of the required fields:
- a. Agreement to Work Learn Terms and Conditions
 - b. Organization Type
 - c. UBC Faculty/VP
 - d. UBC Department Name
 - e. Job Title
 - f. Candidate identified? (If you select YES, your job posting will not go live if you receive funds)
 - g. Rolling basis Interview
 - h. Job Description
 - i. Work Setting
 - j. Number of Openings
 - k. Qualifications
 - l. Contributions to University Community & Student Learning (review the [WL Submission Guide](#))
 - m. Position Classification (Review the classification guide: [Summer](#)/[Winter](#)).
 - n. Salary/Wage
 - o. Hours Per Week
 - p. Total Number of Hours per Student Position (calculate how many hours you foresee the student working up to 300hrs maximum per cycle – except Library/Office in Summer, max 180hrs. Make sure you select the correct maximum hours)
 - q. Experience Level
 - r. Preferred Degrees/Disciplines
 - s. Is this Work Learn research oriented?
 - t. Supervisor information
 - u. Administrator information
 - v. Anticipated Start Date
 - w. Posting Date
 - x. Resume Receipt
 - y. Additional Documents requested + required
5. Please ensure you **select at least one option** for receiving applications to ensure that students are able to upload documents. Failure to do this will result in students not being able to apply to your job posting if your proposal is successful.

Resume Receipt *

Please select **at least one** of the following three check boxes to ensure that students are able to upload documents:

- Select **"Email"**: Resumes will be emailed to you as they are submitted by applicants.

- Select **"Save to my CareersOnline account"**: Resumes will be saved in your account as they are submitted by applicants. You can login and review them online.

☐ E-mail me and save to my CareersOnline account

☐ Save to my CareersOnline account only

☐ Other Application Instructions (enter below)

6. When you are ready to submit your Work Learn proposal, click **Submit**. If you want to save your draft and come back later, you can click **Save And Finish Later**.
- Important:** You must click **SUBMIT** before the Work Learn call for proposals deadline. If you do not click **Submit** before the deadline your proposal will not be reviewed.

Additional Documents (Optional)

Select any additional documents that you would like applicants to have the **OPTION** to submit (in addition to resume).

If you would like for these additional documents to be **REQUIRED**, please check off the same options under the **Additional Documents (Required)** section below.

☐ Cover Letter ☐ Unofficial Transcript ☐ Writing Sample

☐ Class Schedule ☐ Criminal Record Check

Submit

Save And Finish Later

Cancel

Attention: once submitted DO NOT edit your Work Learn proposal. Work Learn reviews proposal submissions on an ongoing basis during the call for proposals. Once you click SUBMIT, please do not



edit your proposal. If you wish to make changes after you submit, Work Learn team can make the edits on your behalf. Please email work.learn@ubc.ca, include your proposal ID and the details of the changes requested.

7. Confirm your proposal was submitted correctly. Once you click SUBMIT, you can go to **Positions Postings** again and your proposal should show now as **APPROVAL PENDING**.

If you would like to withdraw your proposal, you can do so by clicking **Position Postings** and **Withdraw**.

Questions? Email work.learn@ubc.ca.