

Trent University Job Board

How to Create an Employer Account & Post an Opportunity

Thank you for choosing to advertise your opportunities with Trent University! This guide will provide instructions on how to make an employer account and post job postings on the Trent Student Experience Portal.

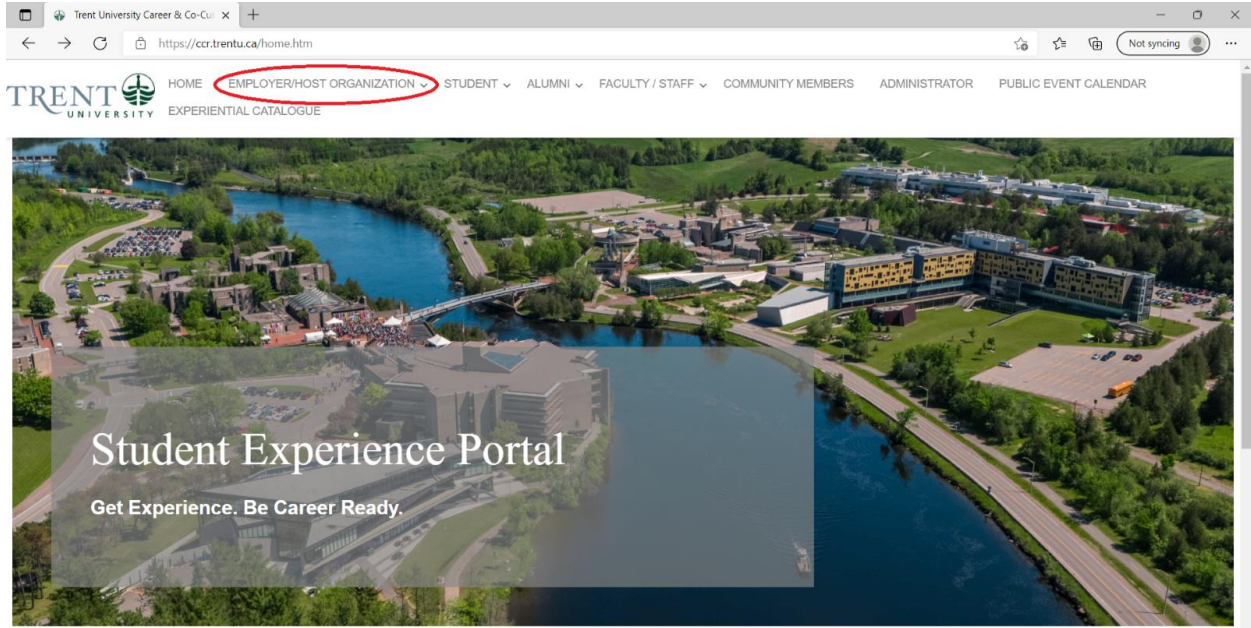
If you would like to create an employer account, please see Page 2.

If you already have an employer account and would like to create a job posting, please see Page 4.

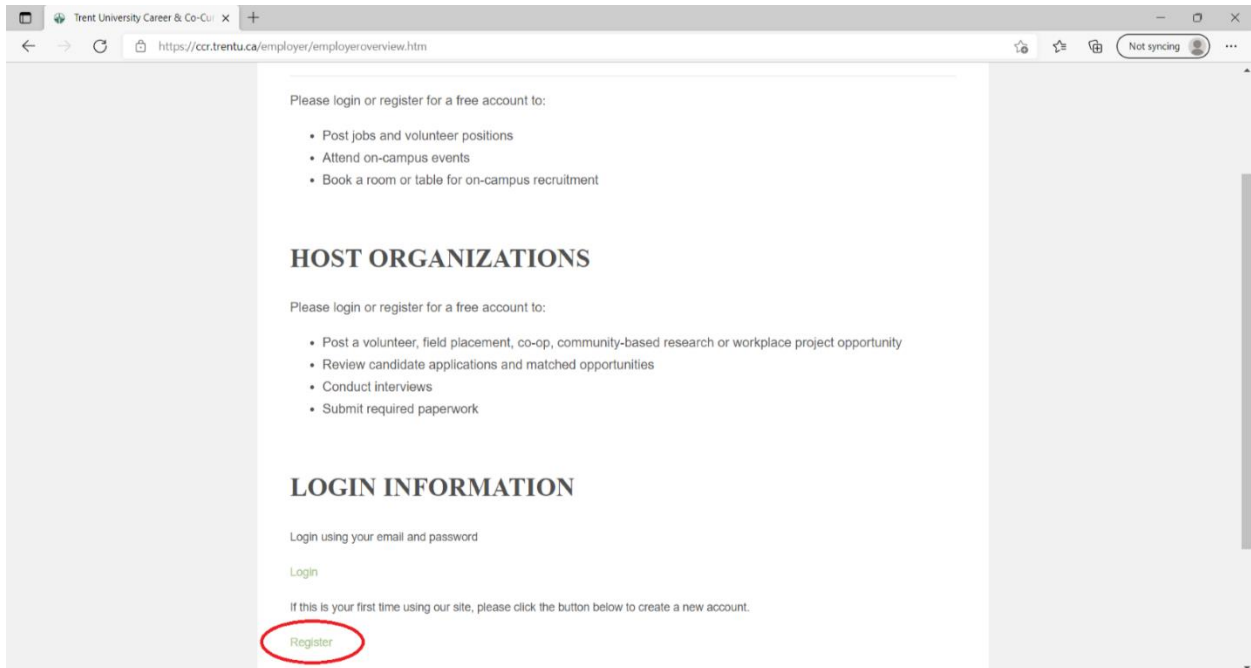
If you have any questions about creating an account or posting, please contact Careerspace at worklink@trentu.ca

How To make an Employer Account

Step 1. Go to <https://ccr.trentu.ca/home.htm> and click “Employer/Host Organization” at the top of the page, as shown in the image below.



Step 2. Scroll to the bottom of the page and select “Register”, as shown in the image below.



Step 3. Once the form shown in the image below has loaded, fill in the appropriate information. All fields with a * must be filled in.

The screenshot shows a web browser window with the URL <https://ccr.trentu.ca/employer/employerregistration.htm>. The page header includes the Trent University logo and navigation links: HOME, EMPLOYER/HOST ORGANIZATION, STUDENT, ALUMNI, FACULTY / STAFF, COMMUNITY MEMBERS, ADMINISTRATOR, and PUBLIC EVENT CALENDAR. Below the header, a message reads: "Welcome to the Trent University Student Experience Portal. To post a job or register for an event, you first need to create an account. Please complete the form below." The main heading is "Employer/Host Account Registration". Under "Organization Information", there is a text input field labeled "Organization*". Below this is a button labeled "Copy field values from Organization". Under "Division Information", there is a text input field labeled "Division*". A "Privacy - Terms" icon is visible in the bottom right corner.

Step 4. Once you are done filling in the form, click "Continue" at the bottom of the page, as shown below. It will take 1-2 business days for your account to be approved.

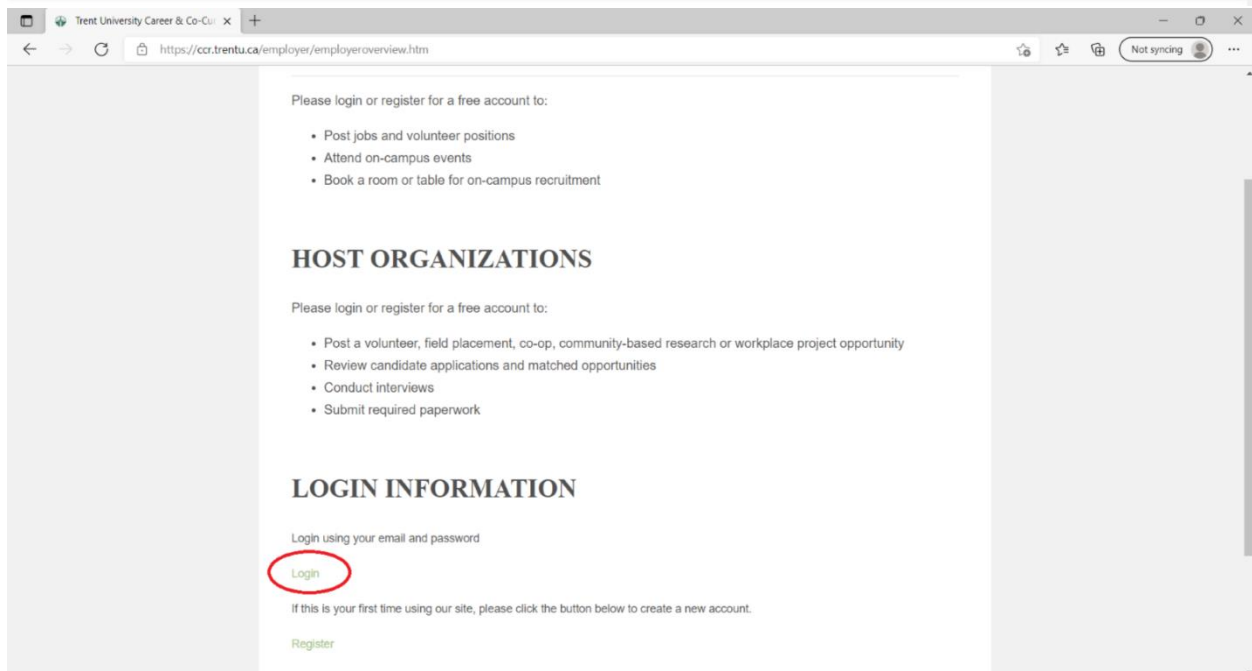
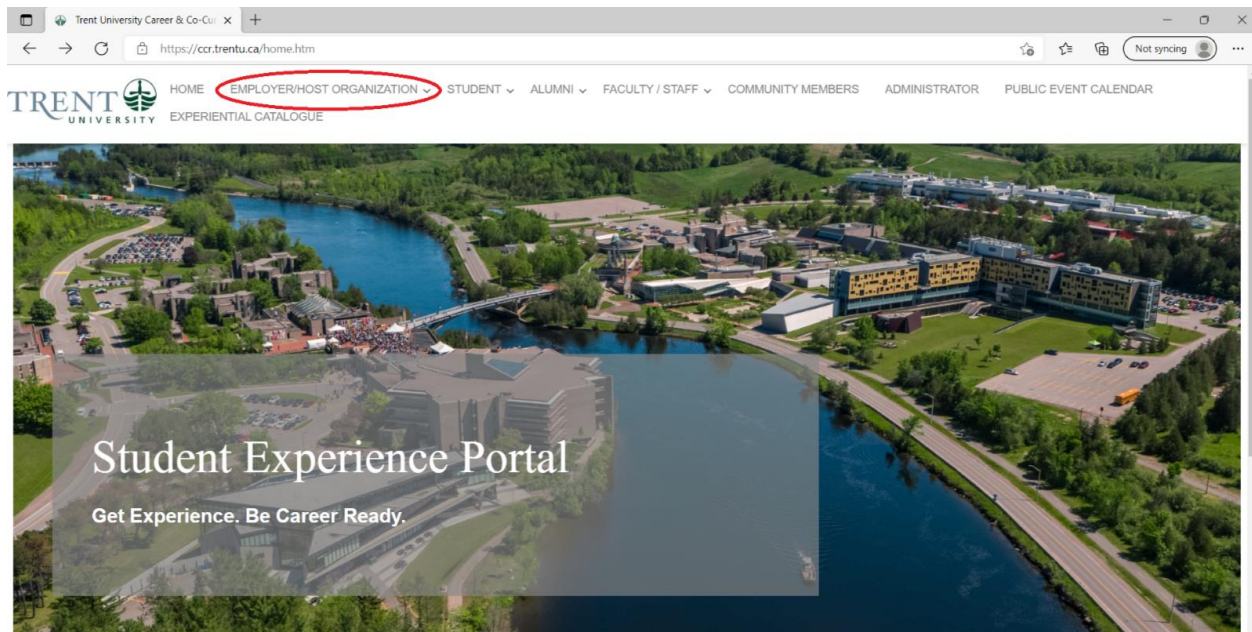
This screenshot shows the same web browser window as the previous one, but with the form fields filled out. The "Organization" field contains "Experiential Learning Opportunities", the "Division" field contains "Graduate and Professional Schools Expo", and the "Other" field contains "Job Postings". Below these fields is a dropdown menu labeled "Are you a Trent Alumni" with "--Select--" selected. A red circle highlights the "Continue" button at the bottom of the form. The "Privacy - Terms" icon is also present in the bottom right corner.

Note: If you wish to post a job, please see the steps below, on page 4. You will only be able to create a job posting once your account has been approved.

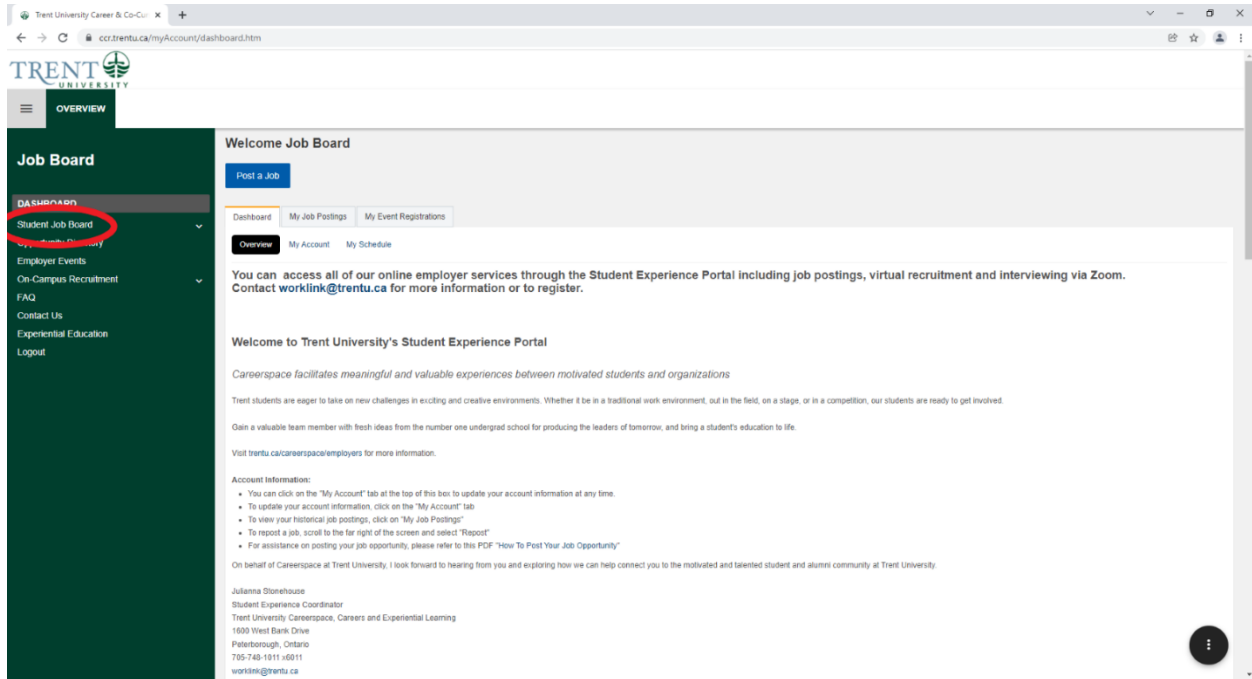
How To Create a Job Posting

Step 1. Ensure you have an approved account registered. If not, please follow the above steps, starting at Page 2.

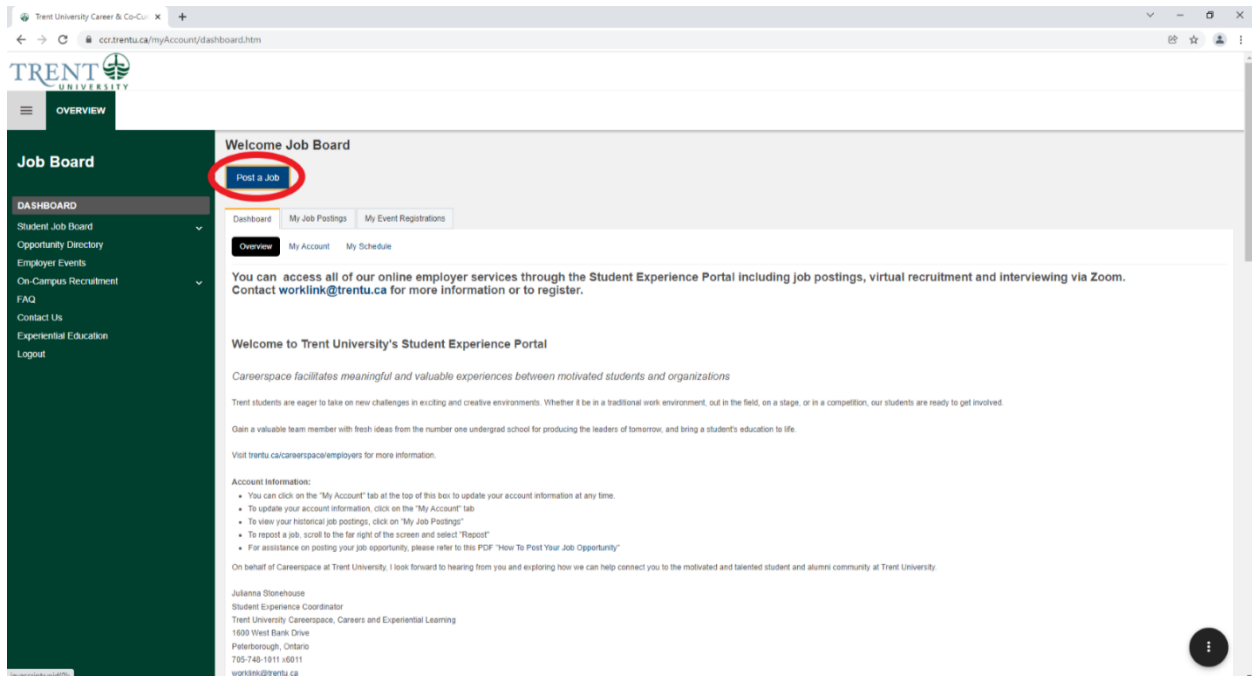
Step 2. Visit <https://ccr.trentu.ca/home.htm> and select “Employer/Host Organization” at the top of the page, as shown in the first image. Scroll to the bottom of the page and select “Login”, as shown in the second image.



Step 3. Once logged in, navigate to the Student Job Board on the left-hand menu, as shown in the image below. If this menu is not visible, click the three lines at the top left, just below the Trent University logo.



Step 4. Click the blue button “Post a Job”, as shown in the first image. If a window pops-up asking you to select where to post, select “Student Job Board” (this is where students and alumni can view your posting). You may have the opportunity to re-post a job you have already posted before, or you can create a new posting.



Step 5. Fill in the required fields, marked by an *, with the appropriate information. Your organization information will likely be auto-filled from your account registration, but you can change this if needed.

Job Board

Dashboard

STUDENT JOB BOARD

Applications

Documents

Opportunity Directory

Employer Events

On-Campus Recruitment

FAQ

Contact Us

Experiential Education

Logout

25656 - Untitled Posting
Job Board - How-To

Job Posting Status: **Unsaved**

Complete the following form to post a new opportunity.
Students/alumni will only see the Organization Name, Division, and Web Site Address.
All fields marked with an * are mandatory.

Company Info

Students/alumni will only see the Organization Name, Division, and Web Site Address.

Organization *	Job Board
Division *	How-To
Phone *	7657481911 999 999 9999 ext. 9999
Fax *	999 999 9999
Website *	trentu.ca/careerspace/
Email *	worklink@trentu.ca
Address Line One *	1600 West Bank Drive
Address Line Two *	
City *	Peterborough

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Enter Description for Posting

Opportunity Type * --Select--

Opportunity Title * Job Board

Opportunity Location * --Select--

Opportunity Description *

Opportunity Requirements *

Please indicate if this is a Paid, Commission, or Volunteer position:

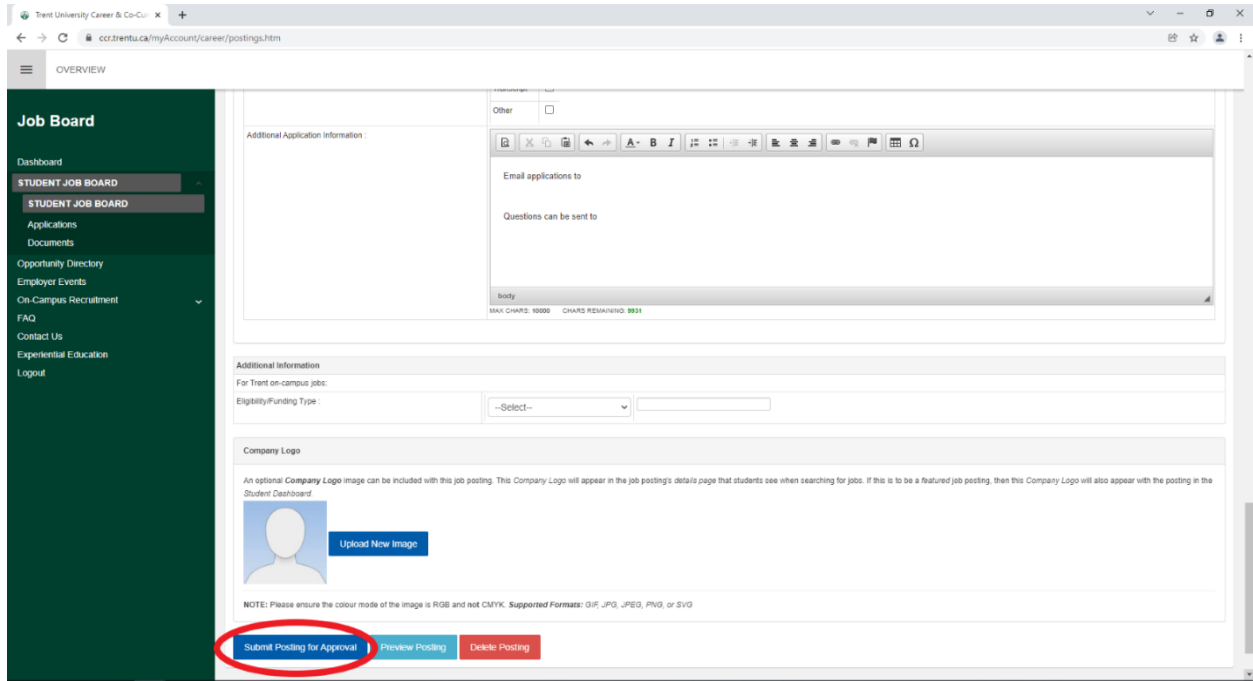
Salary * \$15-20/hr

Industry * --Select--

Position Start Date *

Note: For the application method, you can decide whether you would like the applicant to access applications through the Trent Student Experience Portal, or through your corporate website. If you choose the former, you can choose to have the applications emailed directly to you as students apply, or you can access their applications by logging into the Portal once the posting has closed.

Step 6. Once the form is complete, select “Submit Posting for Approval” at the bottom of the page. This is shown below. It will take 1-2 business days for your posting to be approved. Upon approval, you’ll receive a confirmation email.



You are now ready to receive applications!

Thank you for supporting students at Trent University. If you have any questions, please do not hesitate to contact us at worklink@trentu.ca