JOB POSTING PROCESS

Posting Suitability
- Program Suitability
- Student Term Availability
- Job Description
- No. of Hours
- Length of Term
- Suitability for Term Posted (Senior/Junior Students)

Posting Period Guidelines
Week 1 to Week 3 - Posted for 14 days
Week 4 to Week 8 - Posted for 10 days
Week 9 to Week 16 - Posted for 5 business days
Week 17 to Week 21 - Posted for 3 business days

Swimlanes (Ryerson Co-op Team Job Postings Process):
- Employer
- Co-op Program Administrator
- Co-op Program Specialist
- Student Staff
- Faculty Advisor
- Campus Engagement Team

Employer lane: New Employer; Existing Employers; Employer received package? (Yes/No)

Co-op Program Administrator lane: Job Comes In; Job goes in to Coop email; Job goes in to Hire email; Is Job posting related to co-op? (Yes/No); Assessed by CPA for suitability with support from CPS; Is job new? (Yes); Is suitable for RCCC co-op programs? (No/Not sure); Job for TRSM/FEAS? (Yes → A / No); Includes only Programs on Co-op Portal (No/Yes); CC Campus Engagement Team for follow up; Instruct EA to tag other relevant Co-op departments; Employer email responded (CPS cc'd) to determine suitability; Job opened for posting period; CPS follows up with new contact; CPA verifies posting & confirms with employer (CPS cc'd); Is job deadline past? (No/Yes); Does job postings have 0 or low apps? (No/Yes); System sends auto email with no package; Is already extended deadline? (Yes/No); CPA to follow up with email to CPS and extend deadline for 4 days; System sends auto email with package; Has employer responded within 5 Bus day about interviews? (No/Yes); Follow interviewing scheduling process; CPA check that employer received package; Manual package sent to employer; Forward to TRSM/FEAS

Co-op Program Specialist lane: Assessed by CPA for suitability with support from CPS; CPS to follow up with employer; CPS able to determine suitability? (Yes/No); CPS responds to employer; CPS message/connect with students to apply; CPS to follow up with employer as needed; End

Student Staff lane: Job posted/reposted by student staff following postings period guideline

Faculty Advisor lane: FA determines suitability? (Yes/No)

Campus Engagement Team lane: Follow Campus Engagement referral)