Submitting a Work Learn Proposal
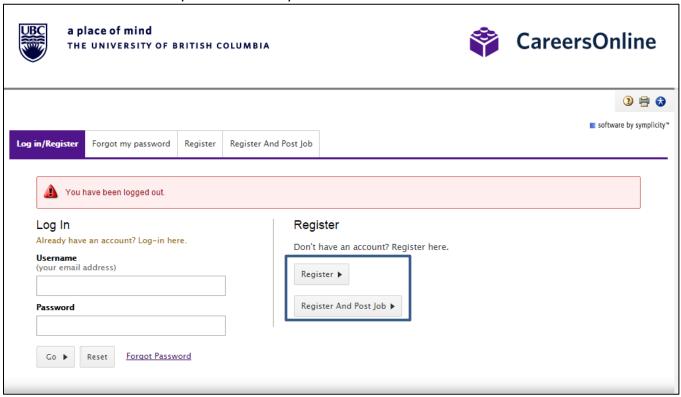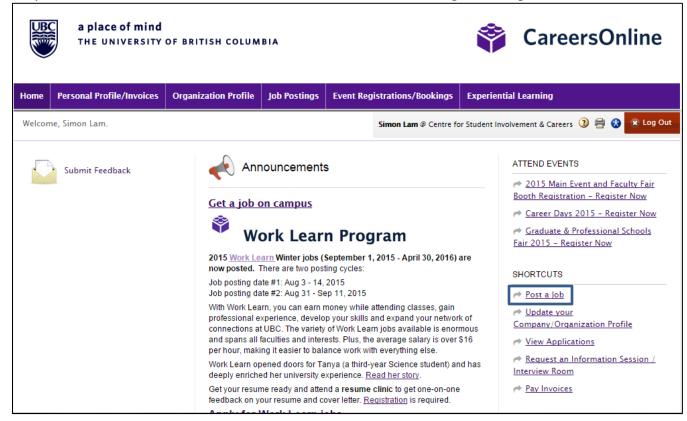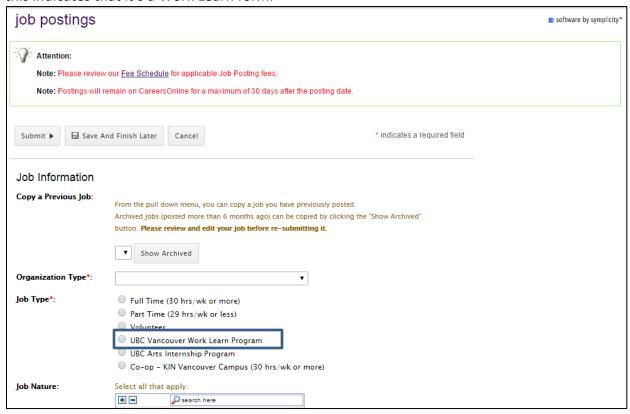
1. Log in to CareersOnline: https://ubc-csm.symplicity.com/employers/
2. Please create an account if you don't already have one.

3. On your Home tab, click on "Post a Job" under the Shortcuts heading on the right hand side.

4. In the "Job Type" box, select **UBC Vancouver Work Learn Program.** The help text will change to blue – this indicates that it's a Work Learn form.

5. Complete all fields on the form. The Job Description, Qualifications, and Student Learning Components fields are particularly important.

6. Click "Submit".