Instructions for Posting Co-op Positions on OSCARplus

Thank you for your interest in hiring a McMaster Engineering Co-op Student!

If you are **not yet registered** as an employer on OSCARplus please CLICK HERE and create an account for yourself.

If you **have an existing account** in our OSCARplus system, please complete the steps below to post your position:

Step 1. Login to **OSCARplus** using your email address as your username and the password "mcmaster" (unless you have reset this password).

> *If you have forgotten your password and need to reset it please select the "Employers" tab along the top maroon menu bar and select "Forgot Password" or CLICK HERE

Step 2. Once you have logged in you are able to select the maroon "Post a Job" button, this button will bring up a menu from which you can choose "Engineering Job Postings" in order to post co-op positions to our Engineering Co-op students.

> *This menu will likely force you to accept terms and conditions before proceeding to the next step.

Step 3. The system will now bring you to a form on OSCARplus which has several fields to be filled out including position start and end date, as well as the job title, job description, location of position, number of positions available, the duration the position should be posted for and application instructions e.g. apply via OSCARplus, employer website etc.

> *If your company qualifies for a **Tax Credit** please provide the company representative's email in the section indicated on the job posting. Students are unable to see this section of the posting.

Step 4. Once you have completed all of the required fields please scroll to the bottom of this page and select the blue "Submit Posting for Approval" button and we will ensure to review and approve in a timely manner.

If you have any questions or concerns during this process please feel free to send an email to engcoop@mcmaster.ca and we would be happy to assist you.