

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 your account.

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 "McMaster1887!" (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 menu bar and select "Forgot Password" or [CLICK HERE](#)

Step 2. Once you have logged in you can select either the grey circle button or the maroon "Post a Job" button. These buttons will bring up a menu from which you can choose "Engineering Job Postings" 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 allow you the choice to update and **repost** a position or post a **new** job 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 (usually a contact in HR/Finance).*

If you're unsure if your organization qualifies, please connect with your HR/Finance team.

Step 4. Once you have completed all of the required fields please scroll to the bottom of this page and select the "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

Please note the following details when posting:

Term Posted- Make sure to select the correct term option from the drop-down menu, otherwise your selections chosen under "Targeted Degrees and Disciplines" will be erased

- **Winter (January.1-April.30), Spring/Summer (May.1-August.31), Fall (September. 1-December.31)**

If you're posting for longer dates, please reflect that in the end date as well. For example: 8-month contract for Winter (Jan.1-Aug.31)

Position Location

Please choose one of the 3 options (Hybrid, Remote, or In-Person)

Position Location *:	<input type="radio"/> Hybrid
	<input type="radio"/> Remote
	<input type="radio"/> In-person
If this role is remote, please fill below fields with "-" for work location.	
Work Location - Street Address *:	<input type="text"/>
Work Location - City, Prov/State *:	<input type="text"/>

All Degrees and Disciplines- if you do not want to choose all degrees and disciplines, make sure to click "no" and choose the correct disciplines, and click on specific targeted discipline. Then click add. You can also remove each individual discipline if you choose.

Targeted Degrees and Disciplines *:	<ul style="list-style-type: none">All IT StudentsAutomotive & Vehicle TechnologyBiomedical Engineering/Biotechnology - GradBiotechnologyBusiness InformaticsChemical Engineering - GradCivil EngineeringCivil Engineering - GradComputer EngineeringComputer ScienceComputer Science - GradElectrical EngineeringElectrical Engineering and Computer Engineering - GradEnergy Engineering TechnologyEngineering Design - GradEngineering GradEngineering Level 1Engineering PhysicsEngineering Physics - GradEngineering Public Policy - Grad	<input type="button" value="Add"/> <input type="button" value="Remove"/>	Your Cluster Selections <ul style="list-style-type: none">Chemical EngineeringSoftware Engineering
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➤ **If you do not choose a specific discipline, the job will be approved with all selections made**

Application Method:

You can choose for students to either apply on OSCARplus, or on your company website.

If you wish students to apply on OSCARplus, you have the option of choosing whether you receive applications to your email or not.

<input checked="" type="radio"/>	Apply on OSCARplus
	Email Options <input checked="" type="radio"/> Email all applications to the email specified on the posting after the applications are released <input type="radio"/> Do not send bundle
<input type="radio"/>	Apply on Employer website Enter URL for website you want students directed to: <input type="text"/>

Application Documents Required-

Job postings are defaulted to choose: cover letter, resume, and unofficial transcript. (If you only want certain selections made, please specify that in your email/job description attached). Add Pre-Screening

Questions Feature- Job postings will allow employers to put in a required question that students must agree to. Please make sure to include this in your posting, should you make this a requirement for a successful applicant (see screenshot below).

Job Posting Status:	Pending Submitted for Approval
Internal Status	Not Set

Add Pre-Screening Questions
Skip

Click on Add-Prescreen questions, and you can choose between different types of questions (i.e. multiple choice, written answer, select more than one option, etc.)

FREQUENTLY ASKED QUESTIONS:

1. The posting won't submit because I am receiving an error message regarding salary format. What should I do?
 -Make sure to only write down the salary format in decimal format (i.e. 21.00) ***no dollar sign or any character should be included***
2. The position I'm posting is a remote position. Can I leave the space blank?
 -No. This field is now mandatory. Please either record '-' or type remote in the field.
3. I'm receiving an error message when I'm choosing specific disciplines for the posting. Do I have to choose a discipline?
 -If you select no, you must choose at least one discipline to add. If you want to choose all, change the selection to 'yes' and all degrees and disciplines will filter over.
4. If I want students to apply on OSCARplus and our company website, is it possible?
 - Yes, it is possible! Click on 'Apply on OSCARplus' and in the additional information section, you can write in more detail how students will need to apply.
5. When setting the job posting deadline, what should I mark the date as?
 -You can set the date at whichever date works best for your organization, however, we typically suggest 1-2 weeks to give time to select candidates, interview, and present an offer!
6. Do I have to upload additional material to the job posting?
 -No, you do not have to. If you have additional questions/testing you'd like students to complete as a requirement prior to an interview, you can upload a document as a PDF/ word document.
7. What does enable long term placement mean? Do I need to check this for every posting?
 - This box should only be checked for co-op placements 8 months or longer for the **SPRING TERM ONLY*****
8. Do I need to check off long term placement box for Winter or Fall postings?
 -No, do not check this box. Leave it unchecked.

HOW TO ACCESS APPLICATION BUNDLES

- 1) Log in to your OSCARplus account. Once you log in, click on "Co-Op Work Terms", followed by "Co-Op Job Postings".
- 2) Scroll to the job you want to get the bundle from and click "view app(s)". (**Note- if you have selected email bundle upon expiry, you will receive the bundle on the morning after the posting has expired**).
- 3) Click the blue circle button (bottom right side of the screen) that appears on this new page.
- 4) Select "Application Options" then click "Create Custom Application Bundle".
- 5) Select the student you want, then click the maroon button that states create application bundle.