

## Submitting a Work Learn Proposal

1. Log in to CareersOnline: <https://ubc-csm.symlicity.com/employers/>
2. Please create an account if you don't already have one.

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software by symlicity™

Log in/Register Forgot my password Register Register And Post Job

**You have been logged out.**

**Log In**  
Already have an account? Log-in here.

**Username**  
(your email address)

**Password**

Go Reset [Forgot Password](#)

**Register**  
Don't have an account? Register here.

Register Register And Post Job

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

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Home Personal Profile/Invoices Organization Profile Job Postings Event Registrations/Bookings Experiential Learning

Welcome, Simon Lam. Simon Lam @ Centre for Student Involvement & Careers Log Out

Submit Feedback

**Announcements**

[Get a job on campus](#)

**Work Learn Program**

2015 [Work Learn](#) Winter jobs (September 1, 2015 - April 30, 2016) are now posted. There are two posting cycles:  
Job posting date #1: Aug 3 - 14, 2015  
Job posting date #2: Aug 31 - Sep 11, 2015

With Work Learn, you can earn money while attending classes, gain professional experience, develop your skills and expand your network of connections at UBC. The variety of Work Learn jobs available is enormous and spans all faculties and interests. Plus, the average salary is over \$16 per hour, making it easier to balance work with everything else.

Work Learn opened doors for Tanya (a third-year Science student) and has deeply enriched her university experience. [Read her story.](#)

Get your resume ready and attend a **resume clinic** to get one-on-one feedback on your resume and cover letter. [Registration](#) is required.

**ATTEND EVENTS**

- [2015 Main Event and Faculty Fair Booth Registration - Register Now](#)
- [Career Days 2015 - Register Now](#)
- [Graduate & Professional Schools Fair 2015 - Register Now](#)

**SHORTCUTS**

- [Post a Job](#)
- [Update your Company/Organization Profile](#)
- [View Applications](#)
- [Request an Information Session / Interview Room](#)
- [Pay Invoices](#)

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.

The screenshot shows the 'job postings' interface. At the top, there is a 'job postings' header and a 'software by simplicity' logo. Below this is an 'Attention' section with a lightbulb icon and two red notes: 'Note: Please review our Fee Schedule for applicable Job Posting fees.' and 'Note: Postings will remain on CareersOnline for a maximum of 30 days after the posting date.' Below the notes are three buttons: 'Submit', 'Save And Finish Later', and 'Cancel'. A legend indicates that an asterisk (\*) indicates a required field. The main section is titled 'Job Information' and contains a 'Copy a Previous Job' section with a 'Show Archived' button. Below this is the 'Organization Type\*' dropdown menu. The 'Job Type\*' section has several radio button options: 'Full Time (30 hrs/wk or more)', 'Part Time (29 hrs/wk or less)', 'Volunteer', 'UBC Vancouver Work Learn Program' (which is selected and highlighted with a blue box), 'UBC Arts Internship Program', and 'Co-op - KIN Vancouver Campus (30 hrs/wk or more)'. The 'Job Nature' section has a 'Select all that apply.' instruction and a search box with a magnifying glass icon and the text 'search here'.

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

The screenshot shows the 'Application Procedures' section of the job postings form. It includes an 'Expiration Date\*' field with a date of '2015-08-31' and buttons for 'Select' and 'Clear'. Below this is another 'Expiration Date\*' field with a date of '2015-09-11' and buttons for 'Select' and 'Clear'. The 'Attachment(s)' section has a note: 'Upload any additional documents you would like student applicants to be able to view (Max. file size: 200 KB).' and an 'Add Item' button. The 'Application Procedures' section contains a 'Resume Receipt\*' section with two bullet points: '- Select "Email": Resumes will be emailed to you as they are submitted by applicants.' and '- Select "Save to my CareersOnline account": Resumes will be saved in your account as they are submitted by applicants. You can login and review them online.' Below these are two checkboxes: 'E-mail me and save to my CareersOnline account' (unchecked) and 'Save to my CareersOnline account only' (checked). There is also an 'Other Application Instructions (enter below)' checkbox. The 'Additional Documents Requested.' section has a note: 'Select any additional documents you would like applicants to submit (in addition to resume).' and four checkboxes: 'Cover Letter' (checked), 'Unofficial Transcript' (unchecked), 'Writing Sample' (unchecked), and 'Class Schedule' (unchecked). At the bottom of the form are three buttons: 'Submit', 'Save And Finish Later', and 'Cancel'. The 'Submit' button is highlighted with a blue box. The footer of the page contains the text 'Career Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.