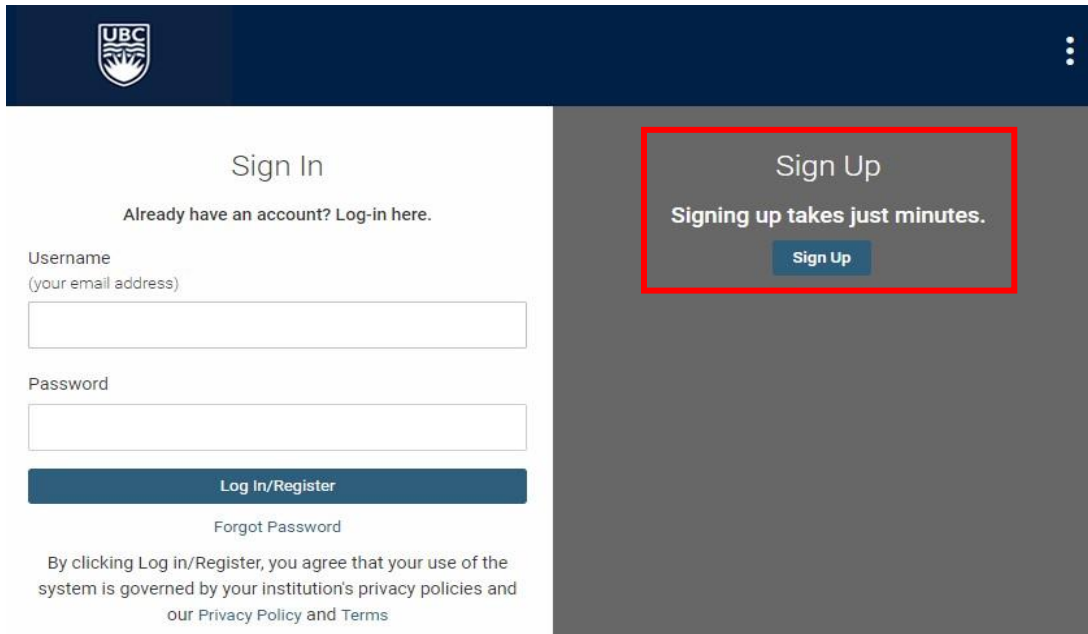




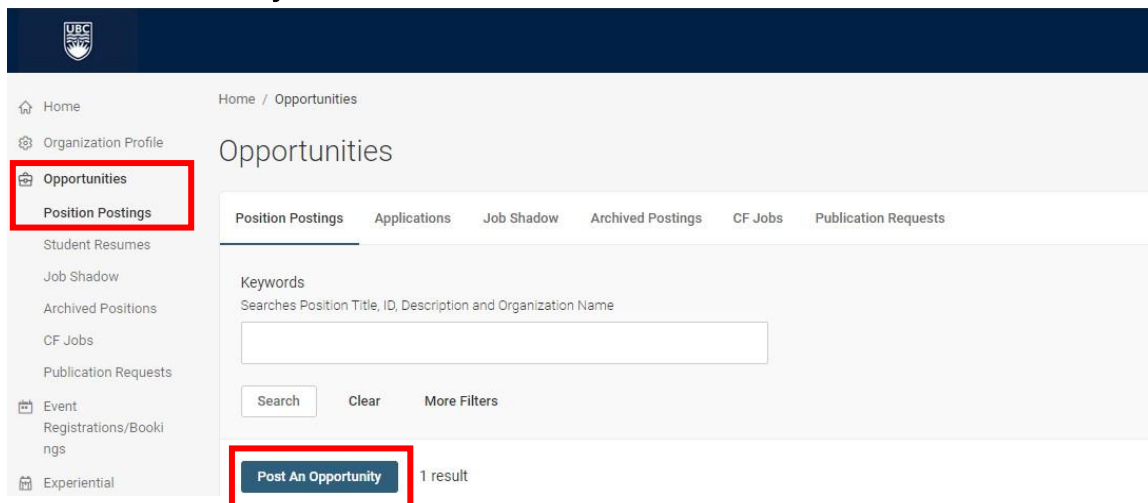
## Work Learn | Proposal Submission CareersOnline Step by Step Guide

1. Log in to UBC CareersOnline (employer): <https://ubc-csm.symplicity.com/employers>  
If you do not have an account yet, first SIGN UP to create an account.

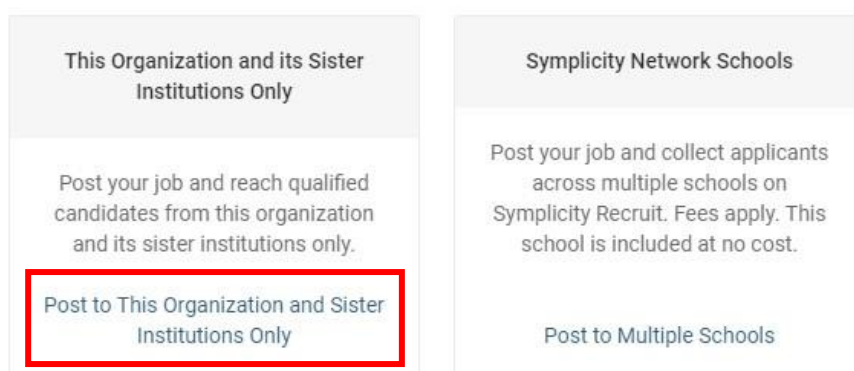
**Attention:** Ensure you create your account in advance. Employer accounts can take up to 2 business days to be approved in the system. Email [recruit.talent@ubc.ca](mailto:recruit.talent@ubc.ca)



2. Go to **Opportunities** → **Position Postings** under on the left-hand side of the home page, and then click button **Post an Opportunity**. Then select, **Post to This Organization and Sister Institutions Only**.



Where would you like to post your job?





- Under **Job Type**, select **UBC Vancouver Work Learn Program**, to activate the Work Learn proposal submission form. If this is not selected, your submission will not be reviewed.

Position Type \*

- Paid (Full-time) (30 hrs/wk or more)
- Paid (Part-time) (29 hrs/wk or less)
- Volunteer
- UBC Vancouver Work Learn Program
- UBC Vancouver Work Learn International Undergraduate Research Awards Program
- UBC Arts Internship Program

- 3.1 For returning supervisor**, if you wish to copy your previous proposal, you can do so by clicking the arrow and selecting one from the list of your previously submitted postings.

Copy and re-submit a previous Work Learn proposal

If you wish to re-submit a previous proposal/job, select only a previous [Work Learn proposal](#).

Selecting a proposal/job that was not previously in either of the above programs, will take you out of the Experiential Learning form and you will no longer be able to see the relevant fields.

Review and edit your job before re-submitting.

**ATTENTION FOR RESUBMISSIONS ONLY:** The experiential form has been updated to allow rich text entry in the “Contributions to University Community & Student Learning” section. Information previously submitted will appear below the updated text rich editor box. **If you are resubmitting, please note that you will need to manually copy/paste the section “Contributions to University Community & Student Learning”.**

- Complete all the fields on the form. In particular, please pay attention to instructions in blue. Here is the list of the required fields:
  - Organization Type
  - UBC Faculty/VP
  - UBC Department Name
  - Job Title (Be sure to start with “WL W22”)
  - Candidate identified? (If you select YES, your job posting will not go live if you receive funds)
  - Job Description
  - Work Setting
  - Number of Openings
  - Qualifications
  - Contributions to University Community & Student Learning (review the [WL Submission Guide](#))
  - Position Classification (review the WL Position Classification Guide [Winter 2022 / Summer 2022](#)).
  - Salary/Wage
  - Hours Per Week
  - Total Number of Hours per Student Position (calculate how many hours you foresee the student working up to 300hrs maximum per cycle – except Library/Office in Summer, max 180hrs. Make sure you select the correct maximum!)
  - Experience Level
  - Preferred Degrees/Disciplines
  - Is this Work Learn research oriented?
  - Supervisor information
  - Administrator information
  - Anticipated Start Date
  - Posting Date
  - Resume Receipt



- Please ensure you **select at least one option** for receiving applications to ensure that students are able to upload documents. Failure to do this will result in students not being able to apply to your job posting if your proposal is successful.

Resume Receipt \*

**Please select at least one of the following two check boxes to ensure that student are able to upload documents:**

- Select "Email": Resumes will be emailed to you as they are submitted by applicants.
- 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.

E-mail me and save to my CareersOnline account

Save to my CareersOnline account only

Other Application Instructions (enter below)

Additional Documents Requested.

Select any additional documents you would like applicants to submit (in addition to resume).

- Cover Letter     Unofficial Transcript     Writing Sample

Class Schedule

- When you are ready to submit your Work Learn proposal, click **Submit**. If you want to save your draft and come back later, you can click **Save And Finish Later**.

**Important:** You must click **SUBMIT** before the Work Learn call for proposals deadline. If you do not click Submit before the deadline your proposal will not be reviewed.

Additional Documents Requested.

Select any additional documents you would like applicants to submit (in addition to resume).

- Cover Letter     Unofficial Transcript     Writing Sample

Class Schedule

Submit

Save And Finish Later

Cancel

**Attention: once submitted DO NOT edit your Work Learn proposal.** Work Learn reviews proposal submissions on an ongoing basis during the call for proposals. Once you click SUBMIT, please do not edit your proposal. If you wish to make changes after you submit, Work Learn team can make the edits on your behalf. Please email [work.learn@ubc.ca](mailto:work.learn@ubc.ca), include your proposal ID and the details of the changes requested.

- Confirm your proposal was submitted correctly. Once you click SUBMIT, you can go to **Positions Postings** again and your proposal should show now as **APPROVAL PENDING**.

If you would like to withdraw your proposal, you can do so by clicking **Position Postings** and **Withdraw**.

**Questions? Email [work.learn@ubc.ca](mailto:work.learn@ubc.ca).**