

Employer FAQ's

1. Q. How do I post a job on your Website?

A. To post a job with us, please login to [JobLink](#) and complete the online job posting form. First-time JobLink users will be asked to register an account which will be approved within 2 business days. Please note: You will not be able to login to JobLink until your account registration has been approved.

2. Q. When will my posting appear online and when can I pay?

A. Job postings are approved and become viewable to students within 2 business days. You will receive a confirmation email when the job posting is approved. If fees are applicable to your job posting, you will also receive an email with the invoice and payment instructions at this time.

3. Q. What are the service fees and how do I pay?

A. Please refer to the [Fee Schedule](#) for details. Payments can be made on JobLink, over-the-phone or by cheque. We accept Visa, Mastercard or American Express.

Registered Charities are exempt from the job posting fee and pay a special Career Fair registration rate (for specific Career Fairs). In the JobLink account registration, please indicate the Registered Charity Number of your organization. All other not-for-profit organizations will be subject to the job posting fee.

Recruitment services (including job postings, interview room bookings and interview scheduling) for Co-operative Education/Internship students are exempt from fees.

4. Q. How can I hire a Co-operative Education or Internship student?

A. The [Co-operative Education and Internship](#) page provides information on the programs. If you are interested in recruiting Co-op/Internship students, please login to [JobLink](#) and complete the online job posting form (select "Yes" for "Co-op Internship Job?" and "U of C Co-op/Internship as the Job Type). Please note: Recruitment services for Co-operative Education/Internship students are exempt from fees. Please email coop@ucalgary.ca if you have further questions.

5. Q. Can I use your job posting service as a Third Party Recruiter?

A. Third Party Recruiters who recruit on the behalf of another company may use our job posting service. On the job posting form, we require the name of your client. This information is confidential and will not appear on the posting. Please refer to our [Fee Schedule](#) for details.

6. Q. What other services do you provide?

A. Career Services aims to make your recruiting experience at the University of Calgary productive and enjoyable. Other than the job posting service, our services include:

- On-campus interview room bookings
- Interview scheduling
- Coordinating Company Information Sessions or Briefing Sessions
- Hosting annual Career Fairs and networking events

Please refer to [Your Campus Profile](#) for more ways to connect with students. If you have further questions, please contact us at (403) 220-8020, Monday to Friday 8:30 am to 4:30 pm, or email recruit@ucalgary.ca.

7. Q. How do I host a company information session or briefing session on campus?

A. To book a session, login to [JobLink](#) and select "Request New Information Session" found under the "Shortcuts" on your JobLink homepage. Complete the form and submit. You will be contacted to confirm the booking. Please refer to our [Fee Schedule](#) for details.

8. Q. How do I book an interview room and/or request an interview schedule?

A. To book an interview room and or/request an interview schedule, login to [JobLink](#) and select "Create New Schedule Request" found under the "Shortcuts" on your JobLink homepage. Complete the form and submit. You will be contacted to confirm the booking. Please refer to our [Fee Schedule](#) for details.

9. Q. Do you host any Career Fairs which employers can participate in?

A. Career Services proudly hosts annual Career Fairs. For details and registration information, please visit [Career Fairs](#). To register, login to [JobLink](#) and click on the "Events" tab. Click on the "Career Fairs" tab and fill out all required fields. Please refer to our [Fee Schedule](#) for details.

10. Q. Do you have a JobLink Access Procedures that give step-by-step instructions for accessing your services?

A. Yes, please download our JobLink Access Procedures for step-by-step instructions on posting a job, viewing applications, requesting an information or briefing session, requesting an interview room and/or interview schedule and registering for Career Fairs.

11. Q. How can I speak directly to a Career Services staff member?

A. Please call (403) 220-8020 during office hours, Monday to Friday 8:30 am to 4:30 pm, or email recruit@ucalgary.ca. Our staff members are happy to assist you.

12. Q. How do I recruit Business/Commerce students?

A. The Haskayne School of Business has a separate [Career Centre](#) and online recruitment system, [CareerLink](#). If appropriate, cross-postings through both centres can be arranged. You can contact the Haskayne School of Business Career Centre at (403) 220-6743 or e-mail careercentre@haskayne.ucalgary.ca.

13. Q. How can I recruit Aboriginal students?

A. Target a pool of over 4000 Aboriginal post-secondary students attending or just graduating from nine universities in BC, Alberta, Saskatchewan and Manitoba. Post a job at <http://aboriginallynx.ca/employers>

For more information, please contact the [Native Centre](#) at 403-220-6034 or email nativecr@ucalgary.ca.

14. Q. What is Career Services Postal Address?

A. Career Services
MSC 188
University of Calgary
2500 University Drive NW
Calgary, AB T2N 1N4