

How to Post a Job to Students and Graduates in the Fleming Employment Hub

The Fleming Employment Hub, powered by Magnet, provides employers with an opportunity to post their jobs and receive applications from Fleming students and graduates.

At any point in your job posting process, Employment Advisors are available to help you through our live chat on www.flemingemploymenthub.ca.

STEP 1: Login

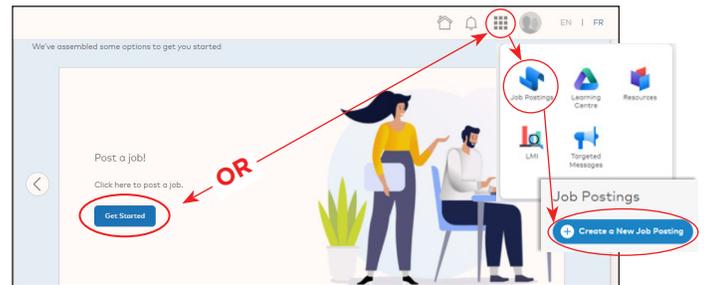
Login to your Employer account from www.flemingemploymenthub.ca.
(See instructions: 'How to Create a Free Employer Account'.)

STEP 2: Create a Job Posting

Click the arrow to the left or right of the illustration until you see the 'Post A Job' image. Click on the 'Get Started' button.

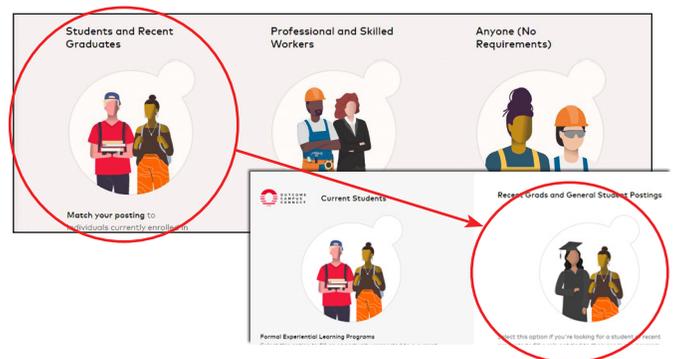
—OR—

At the top left corner of the screen, click on the App Drawer (waffle icon) and select 'Job Postings'. Next, click on the button that says 'Create a new job posting'.



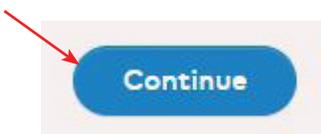
STEP 3: Who are you looking to hire?

Answer the question "Who are you looking to hire?" by selecting 'Students and Recent Graduates', then click 'Recent Graduates and General Students'.



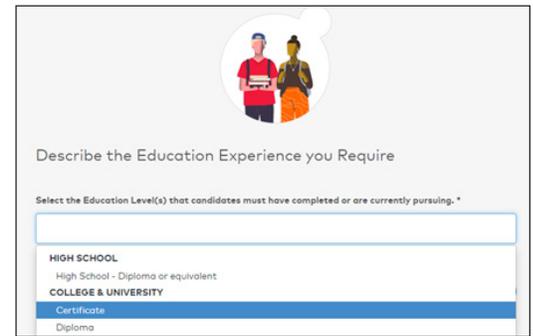
STEP 4: Complete New Job Posting Fields

Fill in the required fields on the job posting form, then click the blue 'Continue' button.



STEP 5: Complete Education Requirements

Using the drop-down menu, select the education level that you would like candidates to have. You can select more than one drop-down option. When you are done selecting the education levels, click 'Continue'. Then, continue filling in the education requirement fields and click 'Continue' when you are done.



Describe the Education Experience you Require

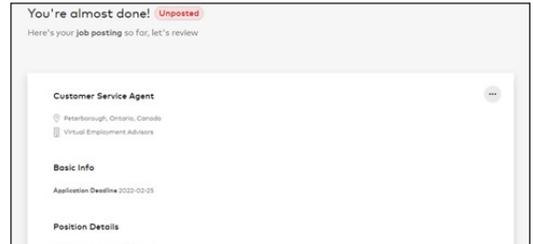
Select the Education Level(s) that candidates must have completed or are currently pursuing. *

HIGH SCHOOL
High School - Diploma or equivalent

COLLEGE & UNIVERSITY
Certificate
Diploma

STEP 6: Review Your Job Posting

Review the details of your job posting. To edit any section, click on the three dots located at the top right corner of the job posting (across from the job title). When you are done reviewing your information and get to the question 'Would you like to add any more requirements?', continue to STEP 7.



You're almost done! Unposted

Here's your job posting so far, let's review

Customer Service Agent

Peterborough, Ontario, Canada

Virtual Employment Address

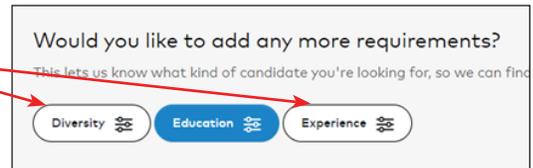
Basic Info

Application Deadline 2022-02-05

Position Details

STEP 7: Add Requirements

Under the question 'Would you like to add any more requirements?' there are options to include diversity and experience details on your job posting.



Would you like to add any more requirements?

This lets us know what kind of candidate you're looking for, so we can find

Diversity

Education

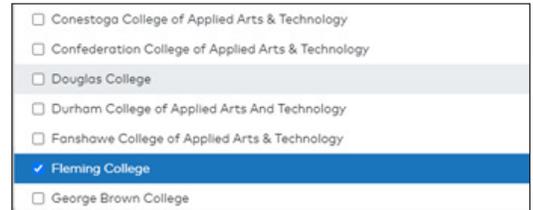
Experience

IF you would like to target your posting to individuals who have self-declared as belonging to a particular diversity group, click on the 'Diversity' button, then read the 'Diversity Target Group' terms and click 'Agree'. Using the dropdown menu, select the diversity requirements that you would like candidates to belong to and click 'Continue'. You may select more than one option.

IF you would like to add experience requirements to your job posting, click on the 'Experience' button to complete the required fields. You may select more than one option. When you are done, click 'Continue'

STEP 8: Where Your Posting Will Go

Under the heading 'Here's where your posting is going', fill in the required fields. Under 'Post directly to schools through Outcome Campus Connect', select 'Fleming College'. You may select as many post-secondary institutions as you would like; for jobs in Peterborough, you may want to include Trent University.



Conestoga College of Applied Arts & Technology

Confederation College of Applied Arts & Technology

Douglas College

Durham College of Applied Arts And Technology

Fanshawe College of Applied Arts & Technology

Fleming College

George Brown College

As you complete the fields in this section, you will see a real-time view of the size of your estimated audience within the Fleming Employment Hub (via Magnet) and its partner networks.

STEP 9: Review and Post

When you are satisfied with your posting, click the 'Activate this Job Posting' button. **Congratulations, you have posted your job!**



Activate this Job Posting