Career360°

Employer Guide

How do I register for a Career360° account?

- Visit **career360.smu.ca**.
- Click 'Employers & Community Partners' on the top navigation bar, then select 'Registration'.
- Complete all fields of the registration form and hit submit.
- Under 'Division Information', if your organization does not have divisions, please enter 'Head Office'.

Forgot your Password?

- Go to **career360.smu.ca**.
- Click 'Employers & Community Partners' on the top navigation bar, then select 'Forgot Password'.
- Enter your email address and click on the 'EMAIL RESET PASSWORD LINK'.
- You will receive a system email with a link. Click on the link to reset your password.
- You will be asked to enter your new password twice. Then click on "reset password" to save your new password.

How to post a New Job?

- Click 'Job Postings' on the left navigation menu.
- Click the blue 'Post a Job' button at the top of the page.
- Click "Post a New Job" and fill out the required fields. Click 'Submit Posting for Approval'.

How to post a New Co-op Job?

- Click 'Co-op' on the left navigation menu then 'Post or Review your Co-op Jobs'.
- Click the blue 'Post a Job' button at the top of the page.
- Click "Post a New Job" and fill out the required fields. Click 'Submit Posting for Approval'.

How to re-post a previously Advertised Job?

- Click 'Job Postings' on the left navigation menu.
- Click the blue 'Post a Job' button at the top of the page.
- Click 'My Previous Postings' and select the previous job posting.
- Select 'Repost and Edit Posting'.
- Enter the 'Term', 'Application Deadline' and select 'Repost'.
- Edit the remaining job information and click 'Submit Posting for Approval'.

How to re-post a previously Advertised Co-op Job?

- Click 'Co-op' on the left navigation menu then 'Post or Review your Co-op Jobs'.
- Click the blue 'Post a Job' button at the top of the page.
- Click 'My Previous Postings' and select the previous job posting.

Still have questions? Please contact Career & Experiential Learning at: career360@smu.ca.

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- Select 'Repost and Edit Posting'.
- Enter the 'Term', 'Application Deadline' and select 'Repost'.
- Edit the remaining job information and click 'Submit Posting for Approval'.

NOTE: *Your jobs will be placed into pending status and will be reviewed for approval within 5 business days.*

How to review Applications?

- Click on 'Dashboard' on the left navigation bar.
- Select 'Job Postings' and select the blue 'view' button for the job posting you would like to review.
- Click the black action circle in the right corner, select 'Application Options', then 'Download All Applications'.
- A new application bundle is created under 'View Application Bundle'. Click the blue 'Options' button and select an option.

How do I post an Event or Workshop?

- On the left navigation bar, click 'Events & Workshops'.
- Click 'Add an Event' and choose 'Add a Simple Event'.
- Fill in the event details and select 'Save'.
- Your event requests will be placed into pending status and will be reviewed for approval within 5 business days.

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