

Career360° Employer Guide

Career360° registration

- Go to <https://career360.smu.ca>
- Select **Employers & Community Partners** on the navigation bar, then **Registration**.
- Complete all fields of the form and press **submit**.
- If your organization does not have divisions, enter Head Office as your division.

Forgotten password

- Go to <https://career360.smu.ca>
- Click **Employers & Community Partners** on the navigation bar, then **Forgot Password**.
- Enter your email address in the Login ID field. Then select **Send Password Reset**.
- You will receive an email with a link. Select the link to reset your password.
- Enter your new password twice, then click **reset password**.

How to post a job

- Select **Job Postings** on the navigation menu.
- Select **Post a Job** at the top of the page.
- Select **Post a New Job** and complete all required fields.
- Select **Submit Posting for Approval** once complete.

How to post co-op job

- Select **Co-op** on the navigation menu then **Post or Review your Co-op Jobs**.
- Select **Post a Job** at the top of the page.
- Select **Post a New Job** and complete all required fields.
- Select **Submit Posting for Approval** once complete.

How to re-post an expired job

- Select **Job Postings** on the navigation menu.
- Select **Post a Job** at the top of the page.
- Select **My Previous Postings** and choose a posting.
- Select **Repost and Edit Posting**.
- Select the term and application deadline then select **Repost**.
- Edit the posting as needed then select **Submit Posting for Approval**.



Questions? career360@smu.ca

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How to re-post an expired co-op job

- Select **Co-op** on the navigation menu then **Post or Review your Co-op Jobs**.
- Select **Post a Job** at the top of the page.
- Select **My Previous Postings** and choose a posting.
- Select **Repost and Edit Posting**.
- Select the term and application deadline then select **Repost**.
- Edit the posting as needed then select **Submit Posting for Approval**.

Jobs are placed into a pending status and will be reviewed for approval within 5 business days.

How to review applications

- Select **Job Postings**.
- Locate your posting and select **View**.
- Select the black action circle in the right corner, then select **Application Options**, and **Download All Applications**.
- A new application bundle is created under View Application Bundle. Select **Options** then **Download Bundle**.

How to review co-op applications

- Select **Co-op** then **Job Postings**.
- Locate your posting and select **View**.
- Select the black action circle in the right corner, then select **Application Options**, and **Download All Applications**.
- A new application bundle is created under View Application Bundle. Select **Options** then **Download Bundle**.

How to post an event or workshop

- Select **Events & Workshops** on the navigation menu.
- Select **Add an Event** and choose **Add a Simple Event**.
- Complete the event details and select **Save**.
- Events are placed into a pending status and will be reviewed for approval within 5 business days



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