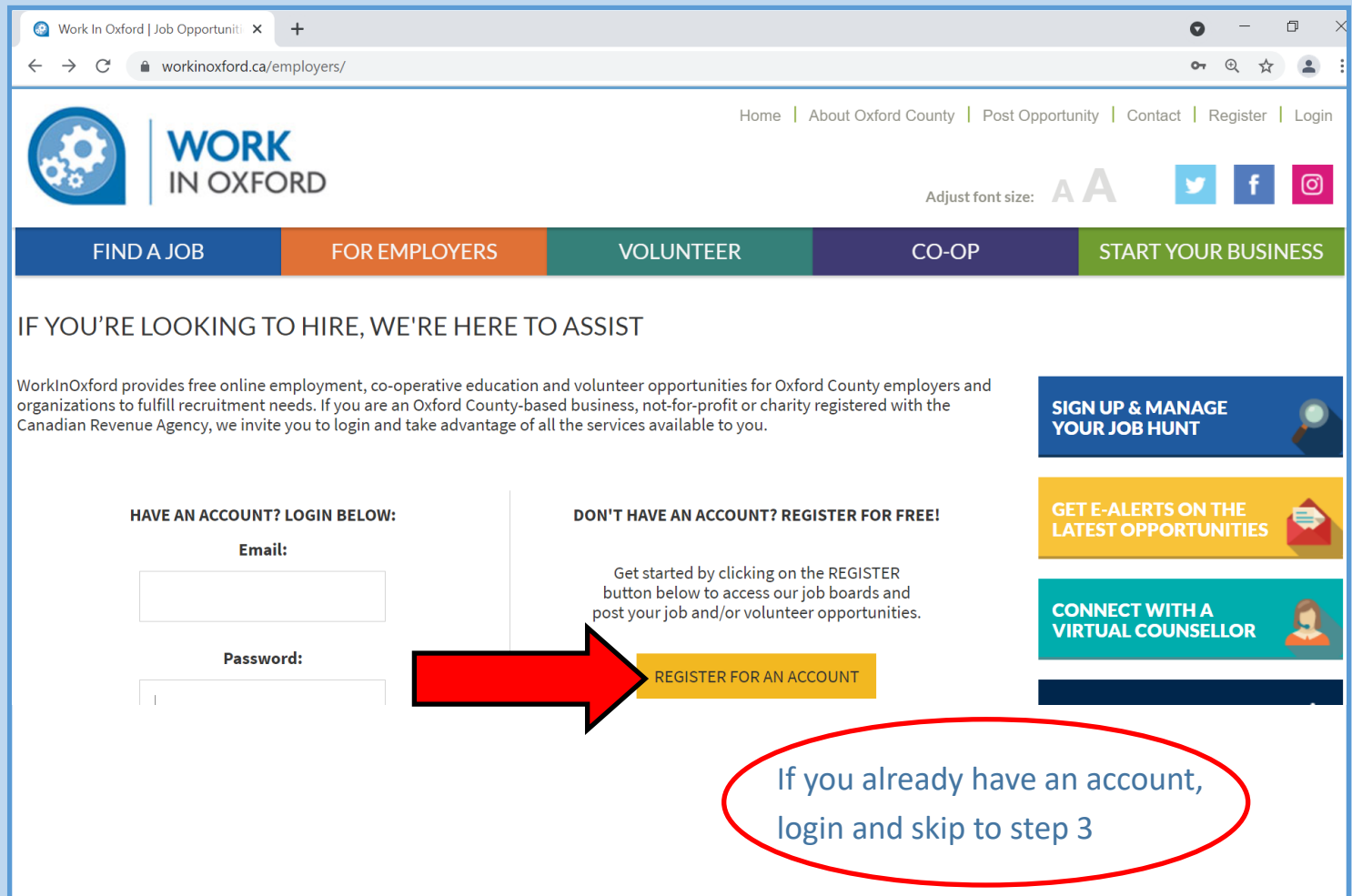
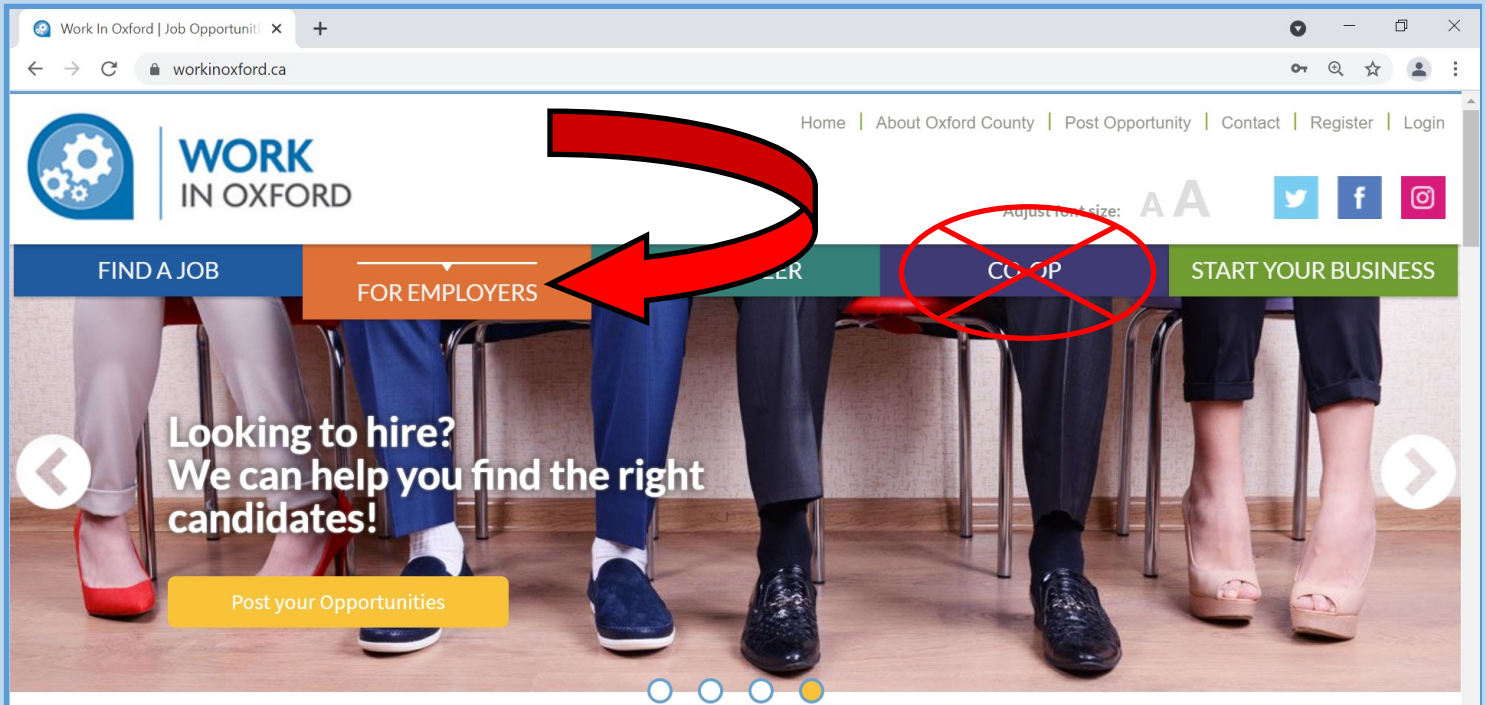


# So you want to hire a co-op student...

A step-by-step guide to posting your placement

## STEP 1: Register —> [www.workinoxford.ca](http://www.workinoxford.ca)



Work In Oxford | Job Opportunity: x +

workinxford.ca/account/register/employer

Home | About Oxford County | Post Opportunity | Contact | Register | Login

Adjust font size: A A

FIND A JOB FOR EMPLOYERS VOLUNTEER CO-OP START YOUR BUSINESS

### EMPLOYER SIGN-UP & REGISTRATION

Post Job & Volunteer Opportunities for FREE

Option to keep your organization name private

Assistance from our Community Employment Services Team to create, post and manage your listings

Accept resumes directly from the system without having to reveal your organization e-mail address

#### REGISTER YOUR ACCOUNT

To ensure that you receive our verification email, please make sure to add info@workinxford.ca to your safe list.

**ALL FIELDS ARE REQUIRED**

**Company/Organization Name:**

Example Company

**Account Contact (your full name):**

Kyle Rose

**Fill in required info**

**SIGN UP & MANAGE YOUR JOB HUNT**

**GET E-ALERTS ON THE LATEST OPPORTUNITIES**

**COMMUNITY EMPLOYMENT SERVICES**

**CONNECT WITH A VIRTUAL COUNSELLOR**

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FIND A JOB FOR EMPLOYERS VOLUNTEER CO-OP START YOUR BUSINESS

**Email:**

iamhiringacoopstudent@gmail.com

**Password:**

.....

Passwords must be 5 characters in length or more and contain at least one uppercase, one lowercase, and one numeric character

**Confirm password:**

.....

**Create password**

**Terms & Conditions:**

**POST A JOB OR VOLUNTEER OPPORTUNITY**

**UPCOMING EVENTS**

**SEE MORE EVENTS**

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☒ **YES, I accept the terms & conditions**

**Register**

## STEP 2: Verify account —> Your email inbox

Work In Oxford | Job Opportunity

workinxford.ca/account/register/employer/success

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FIND A JOB FOR EMPLOYERS VOLUNTEER CO-OP START YOUR BUSINESS

### EMPLOYER SIGN-UP & REGISTRATION

Post Job & Volunteer Opportunities for FREE

Option to keep your organization name private

Assistance from our Community Employment Services Team to create, post and manage your listings

Accept resumes directly from the system without

Thank you for signing up! Please check your email and click on the verification link to activate your account.

If you have already verified your account, you can [login](#) now.

**Check your email inbox**

**If you don't see an email, check your spam/junk folder**

**SIGN UP & MANAGE YOUR JOB HUNT**

**GET E-ALERTS ON THE LATEST OPPORTUNITIES**

**COMMUNITY EMPLOYMENT SERVICES**

**CONNECT WITH A**

Enclosed is your activation code

mail.google.com/mail/u/0/#inbox/FMfcgzGkZQRpSnfnHrGGqbvzLsmtZxnH

Compose

Inbox

Starred

Snoozed

Sent

Drafts

Meet

New meeting

Join a meeting

Hangouts

Kyle

No recent chats

Start a new one

Enclosed is your activation code

Work In Oxford <info@workinxford.ca>

to me

08:48 (0 minutes ago)

Thank you for your new member registration.

To activate your new account, please visit the following URL:

<https://www.workinxford.ca/?ACT=13&id=u6J4aNeCfl>

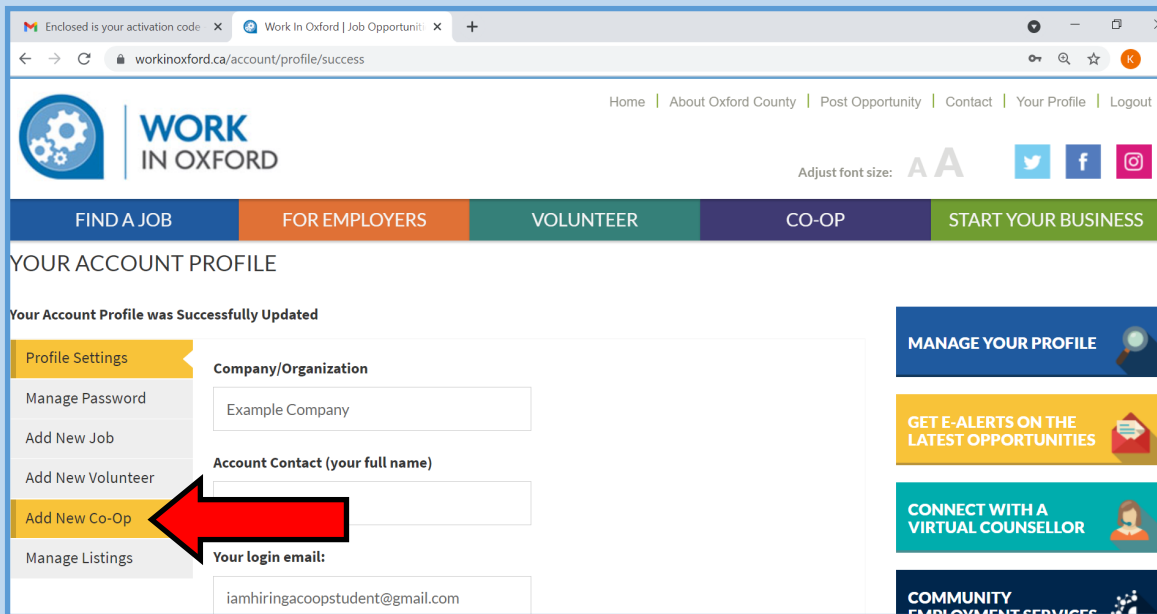
Thank You!

Work In Oxford

<https://www.workinxford.ca/>

Reply Forward

## STEP 3: Post your placement! —> [www.workinoxford.ca](http://www.workinoxford.ca)



Enclosed is your activation code: x Work In Oxford | Job Opportunity: x +

workinoxford.ca/account/profile/success

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FIND A JOB FOR EMPLOYERS VOLUNTEER CO-OP START YOUR BUSINESS

### YOUR ACCOUNT PROFILE

Your Account Profile was Successfully Updated

- Profile Settings
- Manage Password
- Add New Job
- Add New Volunteer
- Add New Co-Op**
- Manage Listings

**Company/Organization**

Example Company

**Account Contact (your full name)**

**Your login email:**

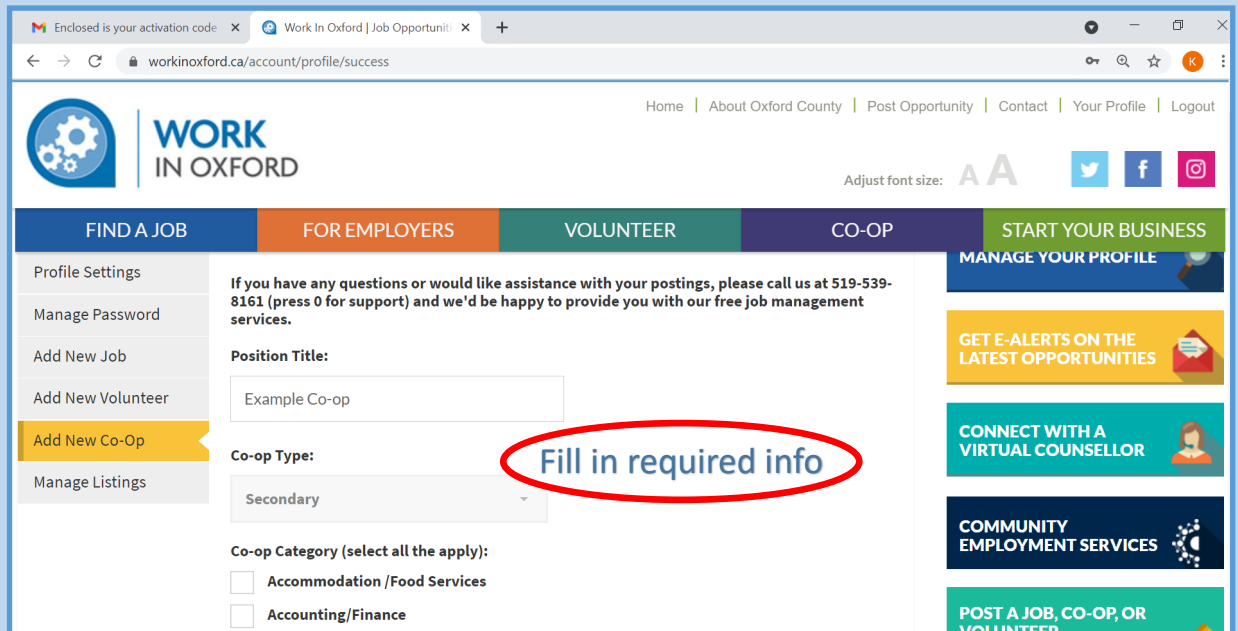
iamhiringacoopstudent@gmail.com

MANAGE YOUR PROFILE

GET E-ALERTS ON THE LATEST OPPORTUNITIES

CONNECT WITH A VIRTUAL COUNSELLOR

COMMUNITY EMPLOYMENT SERVICES



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FIND A JOB FOR EMPLOYERS VOLUNTEER CO-OP START YOUR BUSINESS

Profile Settings

Manage Password

Add New Job

Add New Volunteer

**Add New Co-Op**

Manage Listings

If you have any questions or would like assistance with your postings, please call us at 519-539-8161 (press 0 for support) and we'd be happy to provide you with our free job management services.

**Position Title:**

Example Co-op

**Co-op Type:**

Secondary

**Co-op Category (select all the apply):**

☐ Accommodation /Food Services

☐ Accounting/Finance

**Fill in required info**

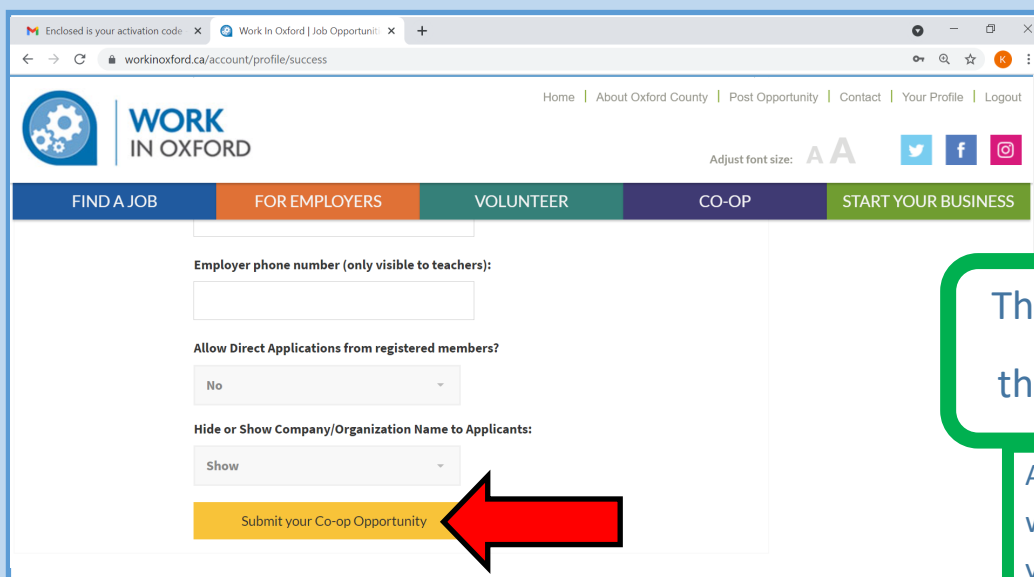
MANAGE YOUR PROFILE

GET E-ALERTS ON THE LATEST OPPORTUNITIES

CONNECT WITH A VIRTUAL COUNSELLOR

COMMUNITY EMPLOYMENT SERVICES

POST A JOB, CO-OP, OR VOLUNTEER



Enclosed is your activation code: x Work In Oxford | Job Opportunity: x +

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FIND A JOB FOR EMPLOYERS VOLUNTEER CO-OP START YOUR BUSINESS

**Employer phone number (only visible to teachers):**

**Allow Direct Applications from registered members?**

No

**Hide or Show Company/Organization Name to Applicants:**

Show

**Submit your Co-op Opportunity**

That's all for now—  
thanks for posting!

A high school co-op teacher  
will be in touch to connect  
you with a student.