

UBC Science Co-op Program

Instructions to Reviewing Students' Applications

Step 1: Login

1. If you already have a password, click "LOGIN" on the **SCOPE Employer** page:
<https://scope.sciencecoop.ubc.ca/employers/overview.htm>
2. For **first time users**, use the "**Forgot Password**" function to set up your access
3. Under STEP1 enter Your Login ID
4. After you have completed STEP 1, you will receive a reset code via email
5. Retrieve the reset code and complete STEP 2.
6. Proceed back to the [Employer's main page](#) to Login to the system

For technical support, contact science.coop@ubc.ca or 604-822-9677

Step 2: Viewing Applications

1. From your Dashboard view click on the "**Applications**" Tab
2. Click on **Job Title** to bring up student applications

Viewing Options:

a) Viewing applications one by one:

- Scroll down the page
- Click on the **document PDF icon**  application package to view individual student applications

b) Viewing applications as a group:

- Select the applications you want to view under the "**Add to Bundle**" column
- Click Blue Button "**Create an Application Bundle**"

3 Applicant(s) selected. If you wish to bundle applicants' packages into one document (i

[Create an Application Bundle](#) ← 2. Create a bundle

3 Applicants have been selected for an interview.

[Submit Interview Selections](#)
By clicking 'Submit Interview Selections', staff is notified of your selection decisions.

0 Applicants have been notified

Update the "Application Status" for the applicants you wish to interview. Select the "Intervie

TOTAL RESULTS: 3 DISPLAYING: 1 - 3

Add to Bundle	Application Status	Application Package
<input checked="" type="checkbox"/> Select All	-select-	
<input checked="" type="checkbox"/> 1. Select Applications	Application Submitted	Test Job
<input checked="" type="checkbox"/>	Application Submitted	Test Package
<input checked="" type="checkbox"/>	Application Submitted	Jackie test application packa

- An application package will be created for you and is viewable by clicking on the PDF icon

4 Applicant(s) Available 0 Applicant(s) No Longer Available

Application Bundles Created in the last 30 days

Application Bundle	Options
← click to view	Email Package
	Email Package

click to email and share bundle

To email bundle of applications and share with others in your organization:

- Click **“Email Package”**
- Enter email address or multiple email addresses
- **The bundle will be attached to the message AFTER the message is sent**

Interview Scheduling

Email your interview shortlist and interview details to interviews@sciencecoop.ubc.ca or call 604-827-4408

Please provide the following interview details in your request:

- Interview Date
- Interview Time
- Duration of Interview
- Name of Interviewer(s)
- Interview Address & Location
- Other Special Instructions
- Candidates shortlisted for interviews

Contact Us / Technical Support:

Our UBC Science Co-op Team is happy to assist you with any inquiries with using Scope or with the hiring process. Feel free to contact us at:

Email: science.coop@ubc.ca

Phone: 604-822-9677