

### **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 <a href="mailto:science.coop@ubc.ca">science.coop@ubc.ca</a> or 604-822-9677

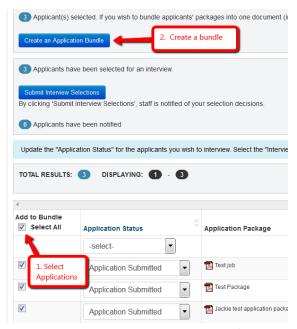
# **Step 2: Viewing Applications**

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

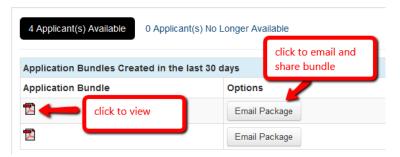
#### **Viewing Options:**

- 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"





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



#### 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 <a href="mailto:interviews@sciencecoop.ubc.ca">interviews@sciencecoop.ubc.ca</a> 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