UBC Science Co-op Program

## Employer's User Guide to Scope (v1)

The Scope employer module will allow Science Co-op employers to: maintain company information; post new jobs; access previously posted positions; view student applications; set up interviews; and fill out student work term evaluations.

If you require any assistance or have any concerns, please contact the Science Co-op Program at science.coop@ubc.ca or by phone at 604-822-9677.

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Part I: Getting Started

Link to Access to Scope

https://scope.sciencecoop.ubc.ca/employers/overview.htm
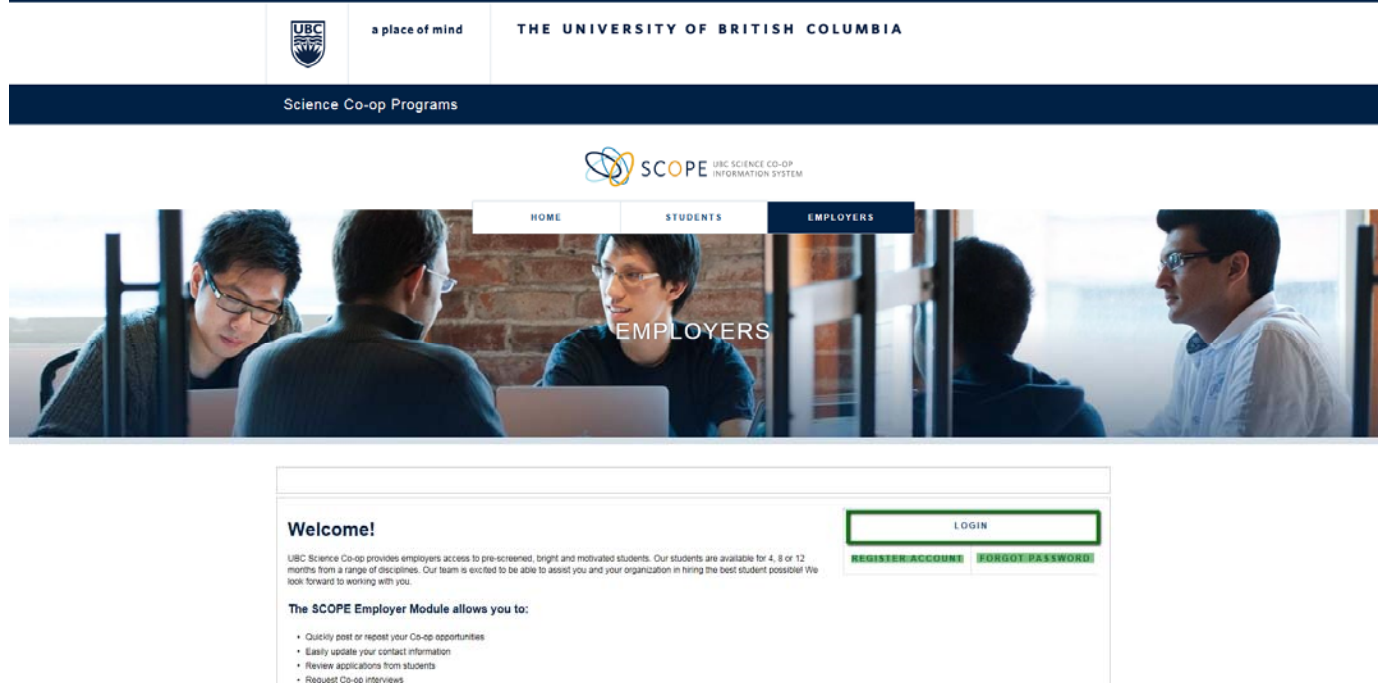
New Employer Account

Click on the **"Register Account"** button and complete the **"New Account Registration information".** Once complete, please click the **"Submit Registration"** button at the bottom of the screen.

Existing Employer Login

If you have your password, simply click on "LOGIN" to enter the site.

Forgot Password

If you don't have your password, please use the "Forgot Password" feature to set up your account

1. Click **"Forgot Password"**
2. Under STEP 1, enter your Login ID (provided by the Co-op Office)
3. Click **"Email Reset Code"**
4. After you have completed STEP 1, you will receive a **Reset Code** by email
5. Retrieve the reset code and complete STEP 2.
6. Proceed back to the Employer's main page to Login to the system

Maintaining Company Information

1. From your Dashboard view
2. Click **"My Account"**
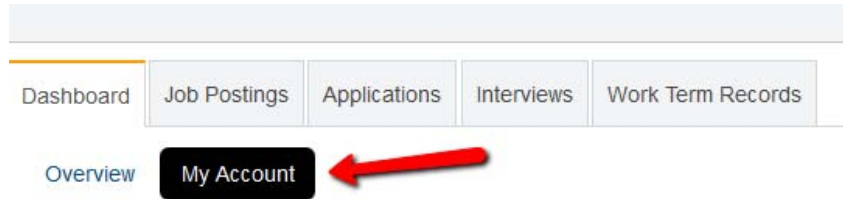
3. Complete your contact information
4. Click Blue Button **"Save"**

Navigating the Employer Home Page

The Employer home page provides access to the UBC Science Co-op Program recruiting modules and contact information we have on record for you. It is an overview of your recruiting activity at UBC Science Co-op, including jobs posted and interviews scheduled.

Each application contains access to the following information:

1. **Action Bar**
   Post a New Job. The Blue Buttons act as a shortcut to tasks or actions frequently used. Blue Buttons can be found throughout Scope.

2. **Tab Structure**
   Tabs provide a summary of your information.
   - **Dashboard Tab** – Provides announcements and information about upcoming workshops and events
   - **Job Postings Tab** – Provides a look at jobs you have posted with UBC Science Co-op. Here you can view, edit or repost a job
   - **Applications Tab** – Displays student applications. View student applications for a particular job posting. Locate the job title you are interested in viewing the student applications for. Click on the number underneath # of Applications to bring up the student applications.
   - **Interviews Tab** –To submit interview request or to view confirmed schedule
   - **Work Term Records Tab-** Shows students who have been placed with your organization and access student's evaluation

3. **Dashboard Menu**
   The Dashboard Menu provides a summary of your information.

- **Overview** – Provides announcements and information about upcoming workshops and events
- **My Account** – View your login information, contact information and your organization information. You can make changes to these editable fields by clicking Update Account

4. **Navigation Menu**

   Navigate through Scope using the menu on the left hand side of the screen.

   - **Science Co-op/Co-op** – Employer Landing Page
   - **Job Postings** – View Current Job Postings, View All Job Postings, Search Job Postings. Click on the Blue Buttons to Post a New Job and Repost a Job
   - **Applications** – View student's job applications
   - **Interviews** – View and schedule interviews
   - **Logout** – Log out of Scope

Part II: Job Posting

Post a Job

1. From your Dashboard view click on the Blue Button **"Post a New Job"**
2. Select **"Science Co-op"**
3. Update your job posting information in the editable fields. The page is divided into three sections. Required fields within each section are specified with an asterisk (*)
4. **Organization Information for Job Posting:** This section automatically populates with information previously provided to the UBC Science Co-op Office. Please change the Job Contact information if you wish us to contact someone other than yourself for a particular job posting
5. **Job Posting Information:** This section requires you to specify the following information: co-op work term, position type, start of work term, length of work term, job title, job location, number of positions, salary, frequency, industry, company type, job description, job requirements and targeted Co-op disciplines
6. **Application Information:** This section specifies the application deadline, application receipt procedure, application material required (e.g. resume, cover letter, transcript) and you may provide further information to students in the Add Special Application Instructions field
7. For Application Procedure:
   - If you'd like the Science Co-op office to collect student applications and view them via Scope Select **"Through UBC Science Co-op"**
   - If you'd like students to apply to the job posting through your corporate website. Select **"Through Employer Website"**. Enter your website address in the field **"Special Application Instructions" box at the bottom**
   - If you'd like the Science Co-op office to collect student applications **AND** students to apply through your corporate website Select **"Through UBC Science Co-op"**. Add your corporate website and add a note that students are to apply directly through your website in the Special Application Instructions field
8. Click on Blue Button **"Submit Posting for Approval"**
9. When your job has been approved, you will receive a confirmation email from our Co-op staff

View, Search, Edit, and Copy Current Job Postings

1. From your Dashboard view select **"Science Co-op"** from the navigation menu on the left
2. Click on "**Job Postings**"

   View Job Postings
   - Click on the tabs **"Current Job Postings"** or "**All Job Postings"** to view job postings

   Search Job Postings *(only available after a job has been approved)*
   - Click on the tab **"Search Postings"**
   - Search by entering the application deadline date or conduct an advanced search by clicking on "**Search Job Postings**"

   Edit Job Posting

- Click on Blue Button **"Edit Posting"** to make a changes to a job posting
- Make changes to job posting
- Click on Blue Button **"Submit Posting for Approval"**

Copy Job Posting
- Click on Blue Button **"Copy Posting"** to make a copy of the job posting
- Update the job title, job description and job requirements that are different
- Click on Blue Button **"Submit Posting for Approval"**

3. Your job posting will re-appear in Scope after the UBC Co-op Office processes your request.

Repost a Job

If the job has expired (the deadline has been reached) you can repost the job.
Reposting a job will reopen the job in the database and elicit new student applications.

1. From your Dashboard view click on the **"Job Postings"** Tab
2. Locate the job you'd like to repost
3. Click on Blue Button **"Re-post"**
4. Scroll down to the Application Information section and update the Application Deadline to a date of your choice. You may also update any other information pertaining to the job
5. Click on Blue Button **"Submit Posting for Approval"**
6. You will receive a confirmation email once your posting is live online for the students to view.

Part III: Student Applications

View Student Applications

After the job deadline is reached, you will be able to view the students' applications and create application bundles to share internally with others in your organization.

Applications will be available for viewing after 9:00am on the deadline day. You will receive an email from the Co-op office when the applications are ready for viewing.

If you choose to have students apply through your organization's website, you will not be able to see applications through Scope. You will, however, be able to see a list of students that have applied to your job posting.

1. From your Dashboard view click on the **"Applications"** Tab
2. Locate the job of interest
3. Click on **Job Title** to bring up student applications
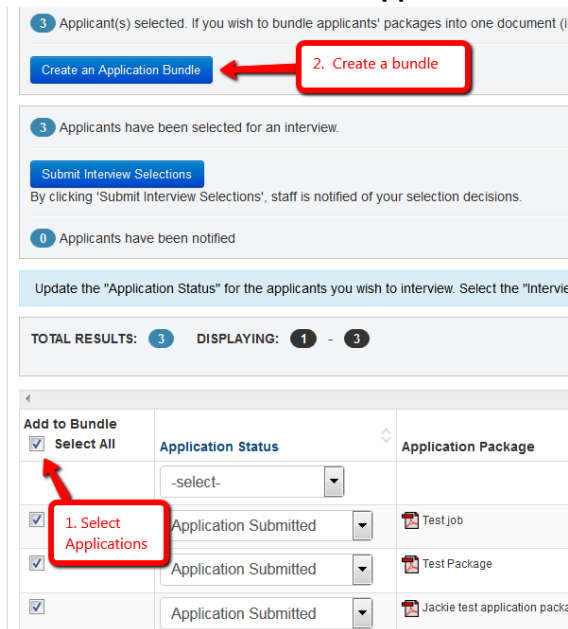
Viewing Options:

a) **Viewing applications one by one:**
- Scroll down the page
- Click on the document PDF icon ![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**

Part IV: Request Co-op Interviews

While Scope supports an Interview Request option, we highly recommend employers to submit your interview request via email to <u>interviews@sciencecoop.ubc.ca</u> 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**
- **Names of shortlisted students**

Should you wish to submit the interview request via Scope, you can follow the instructions below:

1. From your Dashboard view, Click on "**Applications**" Tab
2. Find job and click on Job Title
3. Select the students shortlisted by checking the box next to their names as shown below, then click "Submit Interview Selections". Be sure to also change their "**Application Status**" to either "**Invited for Interview**" or "**Not Invited for Interview**"
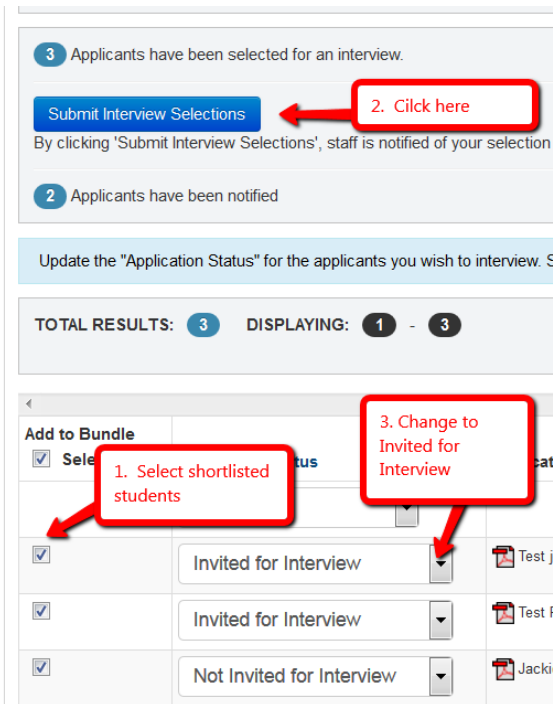
4. Then proceed to the **"Interviews"** Tab
5. Click Blue Button **"Request Interview Date(s)"**
6. Choose: "**Individual Interviews**" (highly recommend to use this feature only)
7. Click Blue Button **"Next"**

8. Add interviewers names
9. Click Blue Button **"Next"**
10. Choose a method for an interview, In-Person, Telephone, Skype or Others
11. In Text Box, provide the full address of the interview location, arrival instructions for students and any special instructions
12. Click Blue Button **"Next"**
13. Select the length of each interview
14. Select a time-buffer between interviews (Optional)
15. Click Blue Button **"Add a Day"** to select an interview date
16. Select the available time frame for interviews
17. If applicable, you can add an additional interview date click Blue Button **"Add a Day"**
18. Click Blue Button **"Next"**
19. Record any final notes and instructions to our administrative staff
20. Click Blue Button **"Next"**
21. Review Interview Summary. The Co-op team will assign an interview booking deadline. Leave blank.
22. Click Blue Button **"Finish"**
23. Your interview request will be submitted to Science Co-op Administrative Staff who will email you the confirmed interview schedule as soon as all students have responded to the interview invitation

View Upcoming Interviews and Interview Schedules

1. From your Dashboard view, click on **"Interviews"** Tab
2. Look under Interview Schedules
3. Click on Job Title
4. Click on **"Interviews"** Tab and the confirmed students and their interview time slots will be displayed. You can also view the full schedule by clicking on "**View Schedule**"

Part V: Job Offer

Extending a Job Offer

All job offers need to be communicated via the Co-op Office and our Co-op Coordinators will present job offers to their students. To make a job offer to students, email the offer and the offer details to:

- **Main Office: interviews@sciencecoop.ubc.ca**
- **Life Sciences Co-op Office: lscoop@sciencecoop.ubc.ca**
- **Computer Science Co-op Office: cscoop@sciencecoop.ubc.ca**

The Co-op Coordinators will require the following information in order to present the job offer their student:

- Job Name
- Duration
- Start Date
- End Date
- Monthly Salary

Students are typically given **two business days** to decide on an offer.

Part VI: Complete End of Term Evaluations

Work Term Evaluations

UBC Science Co-op requires an evaluation to be completed in order for the student to obtain a final grade for their work term. The Science Co-op office will send an email to supervisors at the end of the student's work term to prompt supervisors to fill out the evaluation.

The evaluations can also be accessed via the "Work Term Records" tab.

1. From your Dashboard view, click on **"Work Term Records"** Tab
2. Click on Job Title
3. Click on **"Work Term Records"** Tab
4. Click on student's name/work term
5. The Employer Evaluation link can be found under the student's work term record.

The evaluation form once completed will be visible to our Co-op students. If you wish to submit a confidential evaluation, please contact our office at admin@sciencecoop.ubc.ca