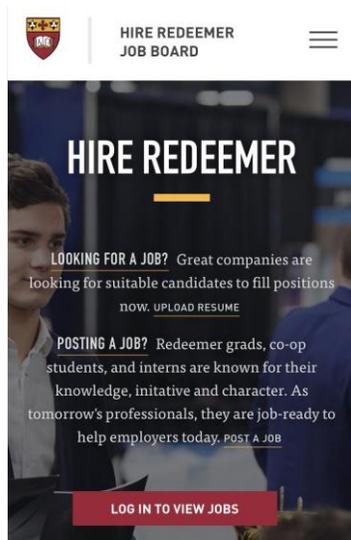# Guide to Hire Redeemer for Employers

[Hire Redeemer](#) is Redeemer University's job posting site. All jobs are password protected and only viewable by the Redeemer community. New features mean that you can post and manage applicants all in one convenient location.

How to Post a Job

1. Navigate to Hire Redeemer's [Job Posting page](#). If you have an account, sign in. If not, fill in the information to create an account. (Your account will be activated when you post your first job.)

2. Continue to add the job information. Note that **Job Title** refers to the job you are posting, *not* your job title.
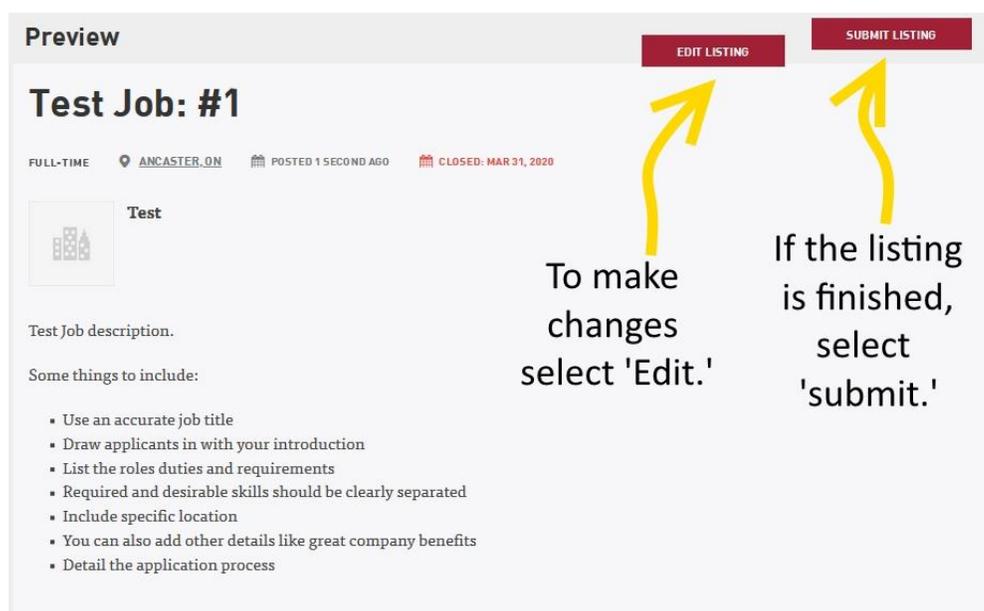
3. **Select the job type**. You can only select one job type. For example, if you are advertising a *part time* summer job, we would suggest selecting the **Summer** job type. Just clarify in the job description that the hours are part time.

Job type	Full-time ▾

∧ ∨ AutoFill Contact	Done
Co-op	
Full-time	
Internship	
On-campus	
Part-time	
Summer	
Volunteer	
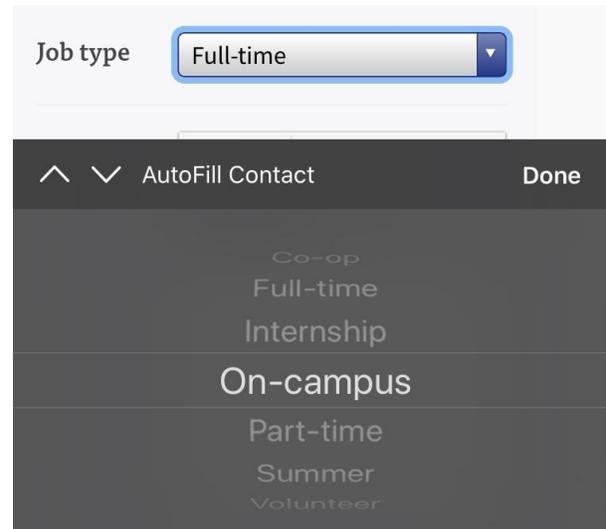
4. Once the job listing is complete, you can save it in draft mode <u>or</u> preview the job posting.

PREVIEW   SAVE DRAFT

   a. **Draft** means you will return at a later time to complete the listing. The posting <u>won't be visible</u> to applicants until you preview and submit it.

   b. **Preview** means you can view at the posting in its complete form. Check for errors or omissions and then you can choose to edit or submit the post for activation. Once you click "submit," CELC will review the listing and publish it. At that point it is fully accessible by applicants.

Preview   SUBMIT LISTING
                                         EDIT LISTING

Test Job: #1

FULL-TIME   ⚲ ANCASTER, ON   📅 POSTED 1 SECOND AGO   📅 CLOSED: MAR 31, 2020

      Test

Test Job description.

Some things to include:

- Use an accurate job title
- Draw applicants in with your introduction
- List the roles duties and requirements
- Required and desirable skills should be clearly separated
- Include specific location
- You can also add other details like great company benefits
- Detail the application process

To make changes select 'Edit.'

If the listing is finished, select 'submit.'

Notifications

You will receive several email notifications. These are generated when the job is published, when it is nearing expiry, and each time an applicant applies.

Dashboard

You can view your job postings and the applicants from your dashboard. From there you click on the number under the heading **Applications** to choose individual applicants and review their details. Their resumes will also be available for download.

Password Reset

To change your password, navigate to Hire Redeemer. Under the Candidate/Employer Login tab click on the "Forgot Password?" link. You will be prompted through the steps to change your password.
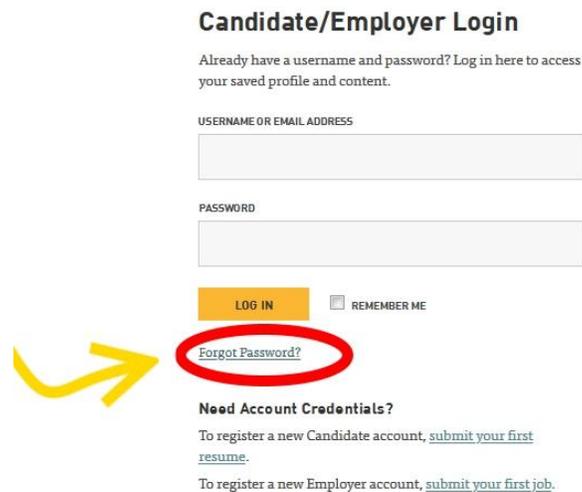
Candidate/Employer Login

Already have a username and password? Log in here to access your saved profile and content.

USERNAME OR EMAIL ADDRESS

PASSWORD

LOG IN   REMEMBER ME

Forgot Password?

Need Account Credentials?

To register a new Candidate account, submit your first resume.

To register a new Employer account, submit your first job.

Contact Information:

If you have any questions or need more assistance, please contact celc@redeemer.ca or call 905-648-2139 x 4224.