Employer Guide to Hire Redeemer
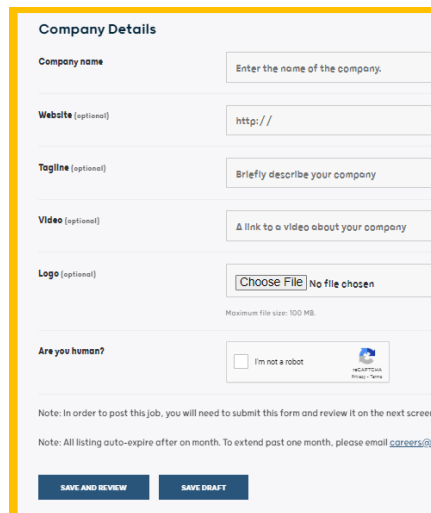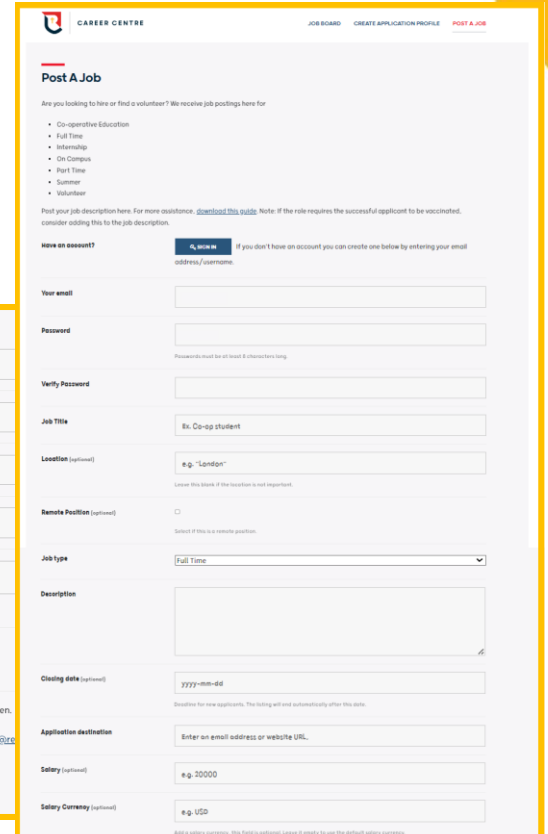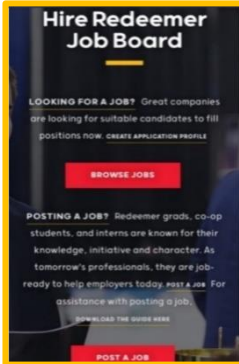
All jobs on Hire Redeemer are password protected to limit viewing to the Redeemer community. Here, you can post and manage applicants all in one convenient location.

HOW TO POST A JOB

1. Navigate to Hire Redeemer's Job Posting page. Sign in or 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.
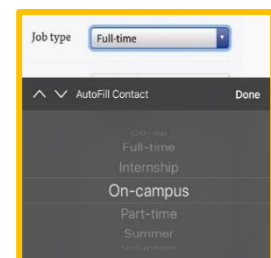Job description tips: A PDF embeds the carriage return formatting at the end of each line - to eliminate this awkward structure, you may want to paste your description from a Word doc, google doc, or notepad.

3. TIP: Maximum logo size is 400x400 pixels.

4. Select the job type. Select the most appropriate job type, i.e. For a part time summer job, select Summer. Please clarify the part time hours in the job description. Note: Redeemer has definitions for some job, like Internships and Co-ops, and we reserve the right to align the type with our classification.
   a. Once the job listing is complete, click "Save & Review" to preview the job posting or "Save Draft" to review it at a later time.

b. "Save & Review" brings you to a job preview. Select "EDIT" or "PUBLISH." "PUBLISH," alerts the Career Centre to review and post the listing. When posted, applicants can view and apply. Additional edits can be made via your dashboard.
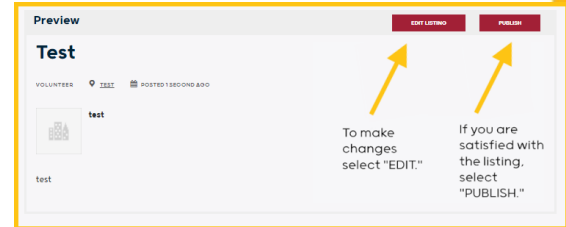
NOTIFICATIONS

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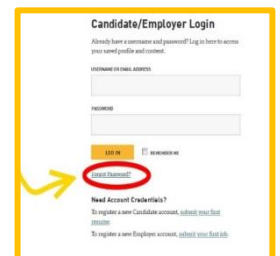
DASHBOARD

You can access your jobs and applications through your dashboard.

Hover over a **job posting**, to reveal *edit, mark filled, duplicate,* or *delete* options.

Under *Applications*, click on the number to select, review or download applications.

PASSWORD RESET

To change your password, navigate to Hire Redeemer. From the Candidate/Employer Login tab, select the "Forgot Password?" link and follow prompts to reset password.

POSTING EXPIRY

All postings are set to expire after four weeks. To make edits, from your Dashboard hover your cursor over the job and then choose to *edit, mark filled, relist* or *delete*.
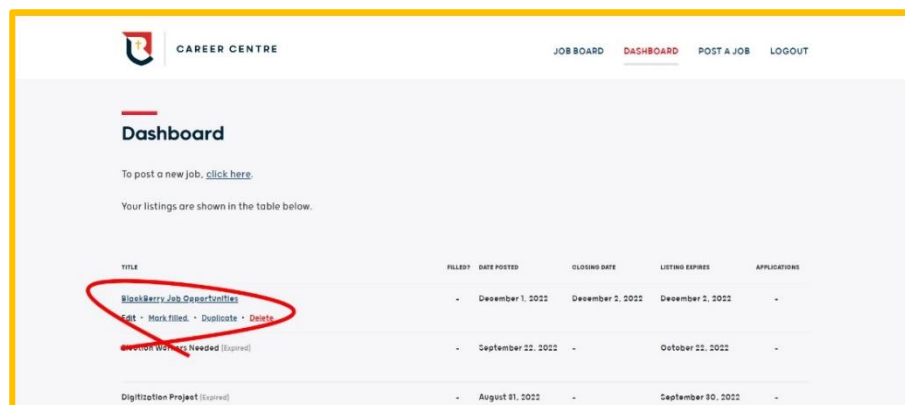
CONTACT INFORMATION

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