



Career Services

SLC.TOTALHIRE.COM

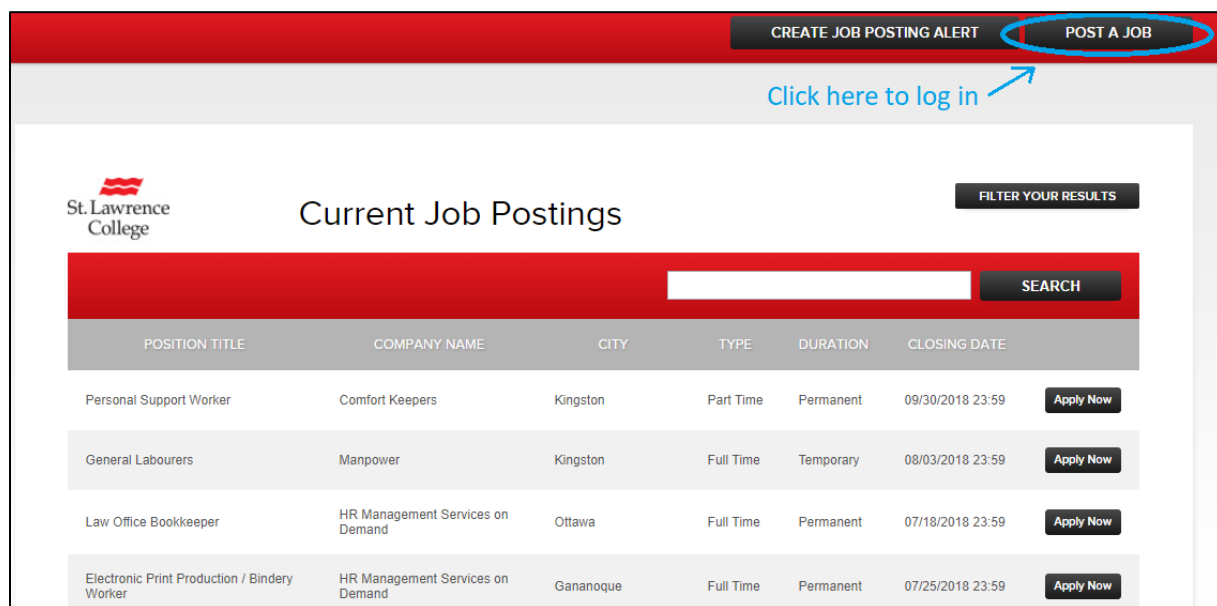
Employer Registration Guide

Number	Title	Revision Number	Revision Data	Prepared By	Status	Approved By
CS-ERG-TH-01	Employer Registration Guide	1.0	October 16, 2019	Claudio Righetto	Initial Guide	Jacob Phillips

This manual has been created to show users (employers) how to create an account at SLC TotalHire website ([slc.totalhire.com](http://slc.totalhire.com)), and how to post a job position.

## How the Process Begins

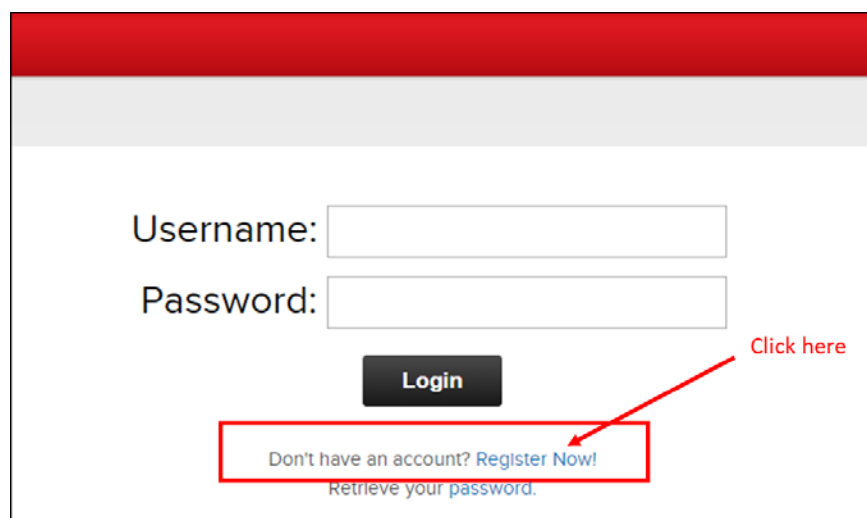
The process starts when an employer access the SLC Job Portal ([slc.totalhire.com](http://slc.totalhire.com)). Click on **“POST A JOB”** in the top right corner to be directed to the log in page.



The screenshot shows the SLC Job Portal homepage. At the top, there is a red navigation bar with two buttons: "CREATE JOB POSTING ALERT" and "POST A JOB". The "POST A JOB" button is circled in blue. Below the navigation bar, there is a link that says "Click here to log in" with a blue arrow pointing to it. The main content area features the St. Lawrence College logo on the left and the title "Current Job Postings" in the center. To the right of the title is a "FILTER YOUR RESULTS" button. Below the title is a search bar with a "SEARCH" button. Underneath the search bar is a table of job postings with columns: POSITION TITLE, COMPANY NAME, CITY, TYPE, DURATION, CLOSING DATE, and an "Apply Now" button for each row.

POSITION TITLE	COMPANY NAME	CITY	TYPE	DURATION	CLOSING DATE	
Personal Support Worker	Comfort Keepers	Kingston	Part Time	Permanent	09/30/2018 23:59	<a href="#">Apply Now</a>
General Labourers	Manpower	Kingston	Full Time	Temporary	08/03/2018 23:59	<a href="#">Apply Now</a>
Law Office Bookkeeper	HR Management Services on Demand	Ottawa	Full Time	Permanent	07/18/2018 23:59	<a href="#">Apply Now</a>
Electronic Print Production / Bindery Worker	HR Management Services on Demand	Gananoque	Full Time	Permanent	07/25/2018 23:59	<a href="#">Apply Now</a>

To create an account click on **“Register Now!”**



The screenshot shows the login page. It has a red header bar. Below the header bar, there are two input fields: "Username:" and "Password:". Below the password field is a "Login" button. At the bottom, there is a link that says "Don't have an account? Register Now!" which is highlighted in a red box. A red arrow points to this link with the text "Click here". Below the "Register Now!" link is a smaller link that says "Retrieve your password."

Fill out the form providing your company complete information and click on the “**Submit for Review**” button at the end of the form.

Display to Job Seekers?  
☒ Yes ☐ No

Email / Username \*

Password \*

Confirm Password \*

First Name \*

Last Name \*

Position Title \*

Company Name \*

Address \*

City \*

Province \*

Postal Code \*

Phone Number \*

Fax \*

Web Site \*

Are you interested in attending Job Fairs?  \*

Are you interested in receiving student placement applications?  \*

Company Logo  No file chosen


☐ I agree to the [Terms & Conditions](#)

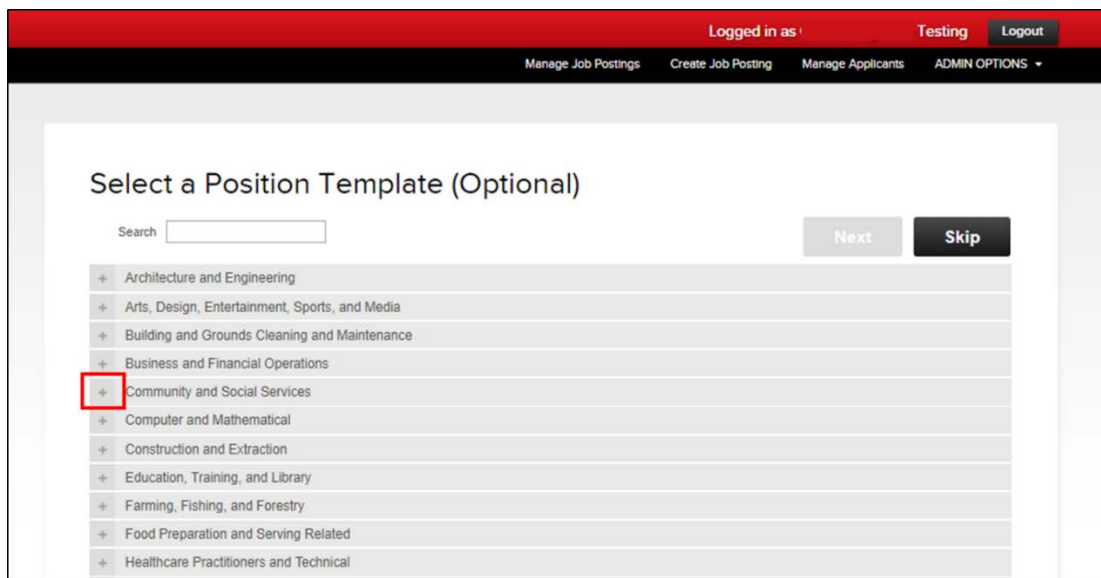
☐ I consent to St Lawrence College sending me program information, bulletins, newsletters, events, promotions and other electronic messages. I understand I may withdraw my consent and unsubscribe at any time.

Fill out the information and click here

Note: “**Position Title**” refers to the title of the job being advertised

## Posting a Job after creating an account

After the registration process, you will have access to the job posting area. If you want to look for existing templates just click on the  plus sign on the left to expand positions within a category. The template provides a “**Position Description**” that can help you to add the information required for the position (pre-populated list of position descriptions to enter in the occupational tasks, worker requirements, worker characteristics, and other information). Feel free to edit it to better fit your position needs and requirements. If you do not want to use a template click on the “**Skip**” button.



Logged in as Testing Logout

Manage Job Postings Create Job Posting Manage Applicants ADMIN OPTIONS

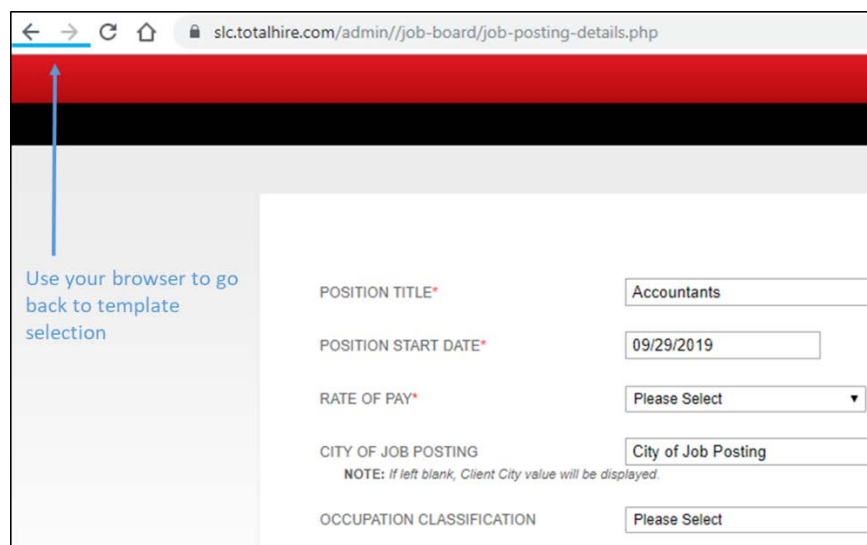
### Select a Position Template (Optional)

Search

Next Skip

- + Architecture and Engineering
- + Arts, Design, Entertainment, Sports, and Media
- + Building and Grounds Cleaning and Maintenance
- + Business and Financial Operations
- + **Community and Social Services**
- + Computer and Mathematical
- + Construction and Extraction
- + Education, Training, and Library
- + Farming, Fishing, and Forestry
- + Food Preparation and Serving Related
- + Healthcare Practitioners and Technical

After selecting a template, if you need to go back just use your browser back button.



← → ↻ 🏠 slc.totalhire.com/admin/job-board/job-posting-details.php

Use your browser to go back to template selection

POSITION TITLE\* Accountants

POSITION START DATE\* 09/29/2019

RATE OF PAY\* Please Select

CITY OF JOB POSTING City of Job Posting

NOTE: If left blank, Client City value will be displayed.

OCCUPATION CLASSIFICATION Please Select

## Job Posting fields

The job posting form has required and optional fields to be filled out. Please try to add information to all fields because it helps to attract a job seeker that best fits into your position profile.

POSITION TITLE*	<input type="text" value="Position Title"/>		
POSITION START DATE*	<input type="text" value="09/29/2019"/>	TO BE DETERMINED	<input type="checkbox"/>
RATE OF PAY*	<input type="text" value="Please Select"/>		
CITY OF JOB POSTING	<input type="text" value="City of Job Posting"/>		
<small>NOTE: If left blank, Client City value will be displayed.</small>			
OCCUPATION CLASSIFICATION	<input type="text" value="Please Select"/>		
RELATED ST. LAWRENCE COLLEGE PROGRAMS	<div><input type="text" value="Please Select"/><div>Accounting Certificate Addictions &amp; Mental Health Advertising &amp; Marketing Communications</div></div>		
NUMBER OF POSITIONS AVAILABLE*	<input type="text" value="Please Select"/>		
TYPE*	<input type="text" value="Please Select"/>		
DURATION*	<input type="text" value="Please Select"/>		
AVERAGE HOURS PER WEEK*	<input type="text" value="Average Hours Per Week"/>		
SCHEDULE*	<div><input type="checkbox"/> DAYS<input type="checkbox"/> EVENINGS <input type="checkbox"/> NIGHTS<input type="checkbox"/> WEEKENDS <input type="checkbox"/> SHIFT</div>		
MINIMUM EDUCATION REQUIRED*	<input type="text" value="Please Select"/>		
<input checked="" type="checkbox"/> ENABLE ONLINE APPLICATION			
<small>NOTE: When "Enable Online Application" is selected, applicants will have the ability to upload their resume to your account. To select an alternate application method, please deselect "Enable Online Application."</small>			
<input type="checkbox"/> EMAIL COPIES OF MY APPLICATIONS TO	<input type="text" value="Email Address"/>		
CLOSING DATE*	<input type="text" value="09/28/2019"/>	Your job will be posted for 30 days	
		POSTED UNTIL FILLED	<input type="checkbox"/>
<small>Maximum 90 days</small>			

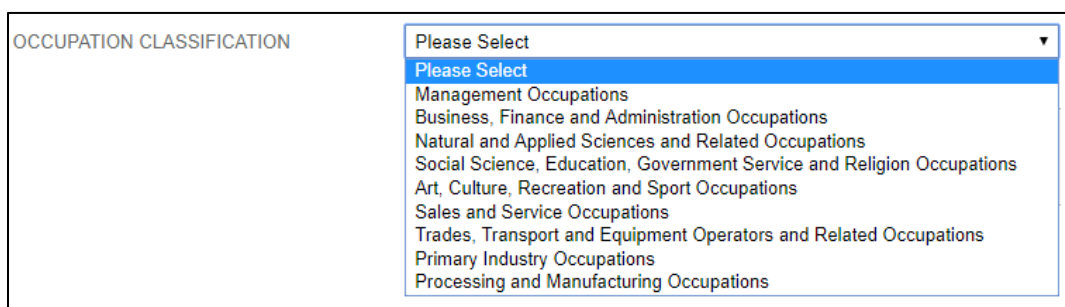
**POSITION TITLE:** This must not include any other information other than the position title. For example, **do not** type "Full time Cook, 40 hours a week" in the position title. Just type **"Cook"**. Always use the title as a singular word, even if you have more than one position available.

**POSITION START DATE:** If you don't know the date check the box **"TO BE DETERMINED"** on the right.

**RATE OF PAY:** There are four options for the rate of pay field. This includes Hourly, Salary, Commensurate with Experience and Negotiable. If you selected hourly or salary then you must type in a dollar amount into the required text box that pops up. If you do not want to disclose the actual dollar figure, then you can choose from the other two options (Commensurate with Experience or Negotiable).

**CITY OF JOB POSTING:** Refers to the location where the successful applicant will work on.

**OCCUPATION CLASSIFICATION:** Job seekers are able to filter their results by occupation classification, then it is recommended to add this information. Select one from the drop-down list.



The screenshot shows a form field labeled "OCCUPATION CLASSIFICATION". To its right is a dropdown menu. The menu is open, showing a list of options. The first option is "Please Select" (highlighted in blue). Below it are several categories of occupations: "Management Occupations", "Business, Finance and Administration Occupations", "Natural and Applied Sciences and Related Occupations", "Social Science, Education, Government Service and Religion Occupations", "Art, Culture, Recreation and Sport Occupations", "Sales and Service Occupations", "Trades, Transport and Equipment Operators and Related Occupations", "Primary Industry Occupations", and "Processing and Manufacturing Occupations".

**RELATED ST. LAWRENCE COLLEGE PROGRAMS:** If a position relates directly to one or more of the programs offered in any of our campuses then it should be selected. To select one program, just click on the program title. To select multiple programs hold the control (Ctrl) button on the keyboard the click on more than one program.

**NUMBER OF POSITIONS AVAILABLE:** It is possible to select up to 25+ positions available.

**TYPE:** There are two options for the type of position: part time and full time. If you are looking are looking for both, the recommendation is to have two postings. If you do not want to create two postings select "full time" and then indicate in the description that there are full time and part time positions available.

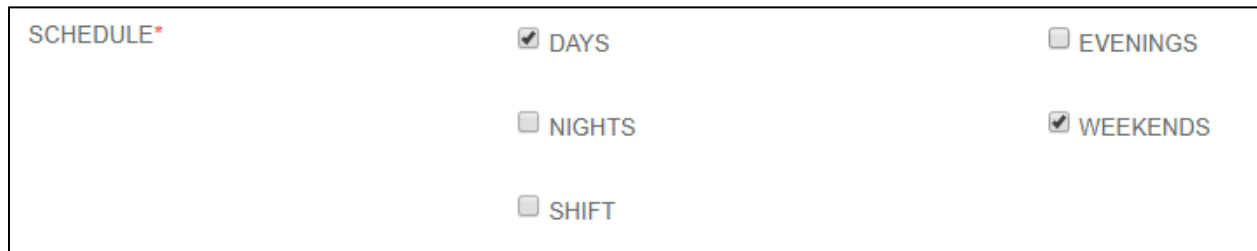
**DURATION:** There are six different options for the duration of which one must be selected.



The screenshot shows a form field labeled "DURATION\*". To its right is a dropdown menu. The menu is open, showing a list of options. The first option is "Permanent" (highlighted in blue). Below it are several other options: "Please Select", "Permanent", "Temporary", "Seasonal", "Casual", "Student", and "Contract".

**AVERAGE HOURS PER WEEK:** The average hours per week field is a textbox, being able to be entered a range into the field. (For example 20-25).

**SCHEDULE:** There are five options for schedule: Days, Nights, Shift, Evenings and Weekends. It is possible to select all that apply.



SCHEDULE\*

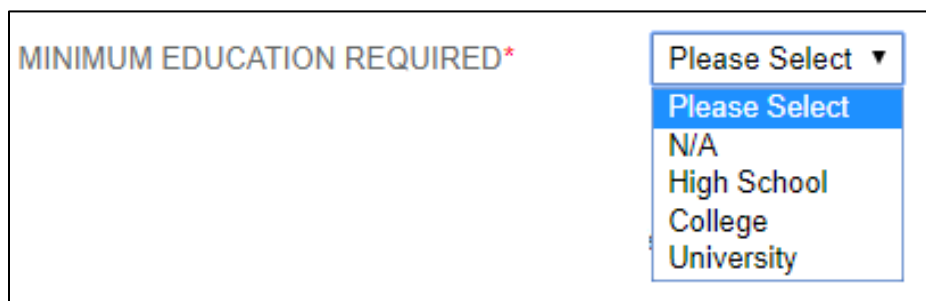
☒ DAYS ☐ EVENINGS

☐ NIGHTS ☒ WEEKENDS

☐ SHIFT

If the job posting will involve occasional evenings and/or weekends, it is not necessary to select evenings and weekends in the schedule section. As long as it is indicated in the job description that should suffice.

**EDUCATION:** For education, it is necessary to indicate the minimum level of education required. If College or University is an asset ion the job description, choose Hugh School as the minimum education required.



MINIMUM EDUCATION REQUIRED\*

Please Select ▼

Please Select

N/A

High School

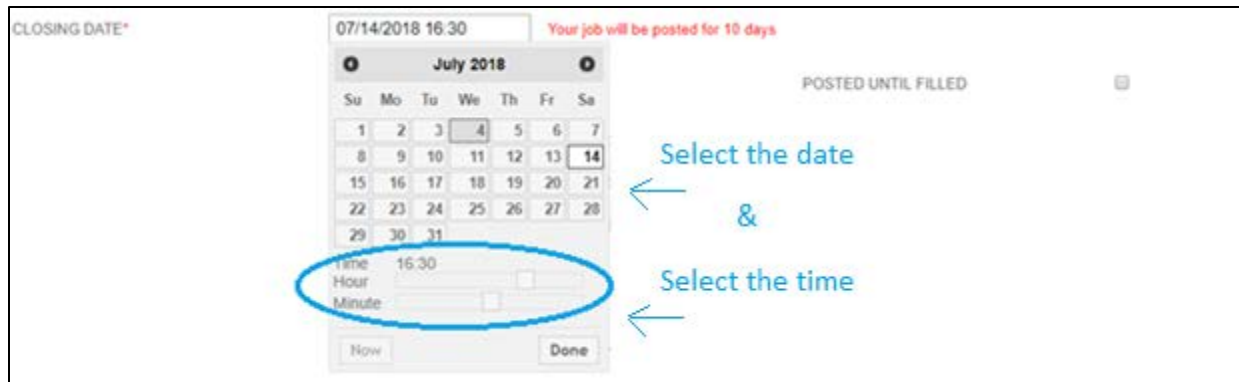
College

University

**ENABLE ONLINE APPLICATION:** This box is automatically checked meaning that applicants will have the ability to upload their resume to your account. To select an alternate application method, please deselect "Enable Online Application" and add this method in the "**Job Description**" area. There is also the option to check the "**EMAIL APPLICATIONS**" field and type in your email address to receive the resumes to the indicated email address directly, but a copy will also be stored in the "**Manage Applicants**" section of the account.

If the description states to apply a specific way (ex. fax, in person, etc.) it is necessary to deselect the **ENABLE ONLINE APPLICATION** box and a field called "**APPLICANTS ARE TO APPLY BY**" will appear. This field gives you the following options: phone, email, in person, fax and online. It is possible to select one or all of these options. If either EMAIL or ONLINE is selected, a text box will appear prompting to enter in the email or website address.

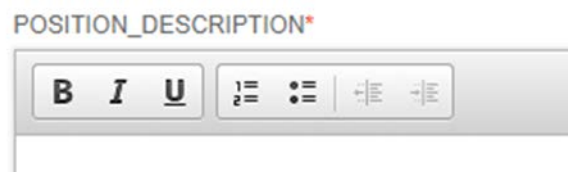
**CLOSING DATE:** The closing date is automatically set for one month from the date the posting is created, as well as the message “**Your job will be posted for 30 days**”. It is possible to change this date by clicking on the text box and selecting a closing date and time from the calendar.



The screenshot shows a form titled "CLOSING DATE\*" with a text box containing "07/14/2018 16:30". To the right of the text box is a red message: "Your job will be posted for 10 days". Below the text box is a calendar for July 2018. The date 14 is selected. To the right of the calendar is a time selection interface with a blue circle around the "16:30" time. Arrows point from the text "Select the date" to the calendar and from "Select the time" to the time selection interface. The text "&" is placed between the two arrows. The form also includes a "POSTED UNTIL FILLED" option and a "Done" button.

Although there is the option to select “**posted until filled**” it is recommended that a closing date is selected for at least a few months from the posting date. An “**expiry notification**” email will be sent, being possible to log into the account and update the closing date at any time.

**DESCRIPTION BOX:** The description box is for the job description. It is possible to copy it from your system and paste it to this area. The system allows you basic edition features.



The screenshot shows a form titled "POSITION\_DESCRIPTION\*" with a rich text editor toolbar. The toolbar includes buttons for bold (B), italic (I), underline (U), bulleted list, numbered list, decrease indent, and increase indent.

It is recommended to use bullet points or numbered lists. Titles and subtitles should be in **bold**, notes can be put in *italics*.

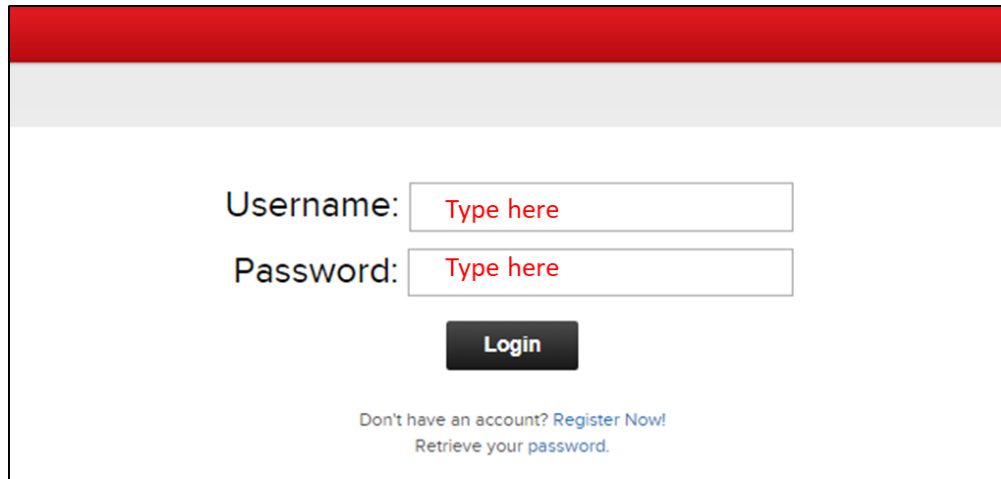
At the bottom of the form you will find the “**Submit Job Posting**” button. As you click on it the job posting will be sent to a St. Lawrence College Career Services staff for formatting review and approval.

**Note: Position Disappearing (Time Ran Out)**

There is a 30 minutes time limit when posting a position. If you don’t submit your post within this time it will be necessary to start over.

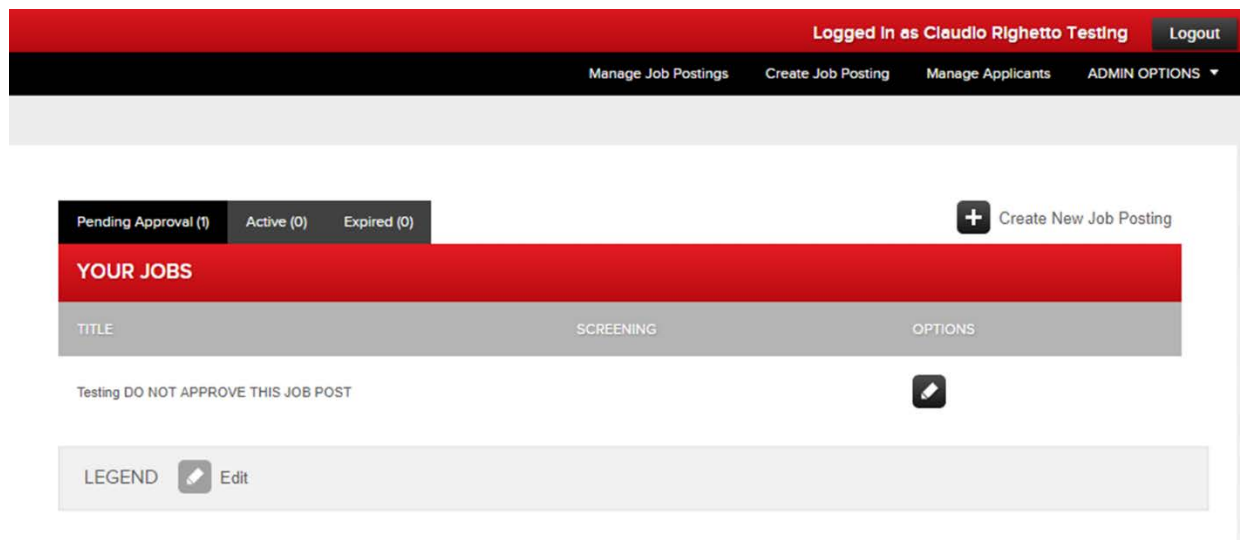
## Posting a Job (regular Log In)

After the registration process, you can log into your account directly on <https://slc.totalhire.com/admin//login.php>. Just type your user name and password.



A screenshot of the login page. It features a red header bar at the top. Below it, a light gray bar contains the text "Username:" and "Password:". To the right of each label is a white input field with the placeholder text "Type here" in red. Below the input fields is a black button with the text "Login" in white. At the bottom, there is a link "Don't have an account? Register Now!" and a link "Retrieve your password."

You will be directed to the account administration page, which by default is the “**Manage Job Postings**” tab. There are three additional tabs: **Create Job Posting**, **Manage Applicants**, and **ADMIN OPTIONS**.




A screenshot of the "Manage Job Postings" dashboard. The top navigation bar is red and contains the text "Logged in as Claudio Righetto Testing" and a "Logout" button. Below this is a black navigation bar with tabs: "Manage Job Postings", "Create Job Posting", "Manage Applicants", and "ADMIN OPTIONS". The main content area has a header with "Pending Approval (1)", "Active (0)", and "Expired (0)". To the right is a "+ Create New Job Posting" button. Below this is a red bar with the text "YOUR JOBS". Underneath is a table with columns "TITLE", "SCREENING", and "OPTIONS". The first row of the table has the text "Testing DO NOT APPROVE THIS JOB POST" and an edit icon. At the bottom, there is a "LEGEND" section with an "Edit" button.

**Manage Job Posting:** It provides access to posting that are waiting St. Lawrence College approval, active job posting and expired posts.


**Extend the Closing Date On Job Posting:** To extend a closing date find the posting in the “Active” or “Expired” tabs, click on the edit button, scroll down to the closing date, click on the current date listed and select a new closing date from the calendar. Scroll down to the bottom of the page and hit “Save Job Posting”.

**Remove a Job Posting from the Job Board:** In order to remove a posting a past closing date will have to be selected. Select the position, click on the **edit button**, scroll down to the closing date, click on the current date listed and select a past closing date from the calendar. Scroll down to the bottom of the page and hit “Save Job Posting”.

**Create Job Posting:** It sends the user to the initial job posting page (template selection). Just follow the same step from pages 4 to 8 above.







**Manage Applicants:** Page that allow users to access applicants by position and location. Through the **Options** icon  it is possible to see applicant details and access their resume.

Select Locations Kingston Ottawa (English) Ottawa (Francais) Sharbot Lake Brockville Cornwall Other

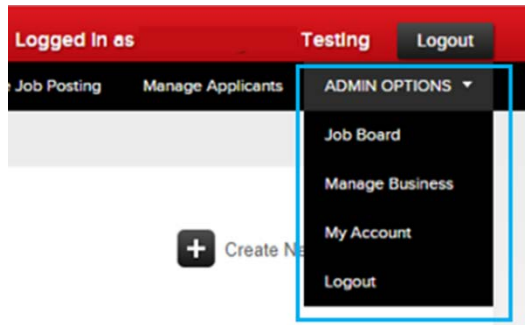
Select Labels You may add labels by clicking Manage Labels Manage Labels 

**Display Results**

**Print Selected** Results 1 - 20 of 25 < Prev Next >

NAME	POSITION	DATE APPLIED	OPTIONS	PRINT DOCUMENTS
Su	NURSING	2019-03-26		
Mat	Career Services	2014-07-03		
Chris	Career Services	2014-07-03		

**ADMIN OPTIONS:** is a 4 option menu that allows users to: go to the Job Posting area (**Job Board**); **Manage Business** it is currently turned off; edit account information and preferences (**My Account**); and system **Logout**.



## GENERAL INFORMATION

### UPDATE ACCOUNT PASSWORD

- Use the “forgot your password” feature. You will receive a pin through email and then go in and change the password and save.

### COPY AND PASTING ISSUE

- When you need to copy and paste an information try copying and pasting using Ctrl/C and Ctrl/V rather than right clicking on the mouse. If it doesn't work, check the browser that you are using (Chrome or Firefox typically has less problems than Internet Explorer). If you cannot make it, please submit the posting without the formal description and then email the description to the Career Services support staff, and they will copy and paste it for you.

**Contact Us: 613.544.5400 ext. 1844**  
**[CareerServices@SL.on.ca](mailto:CareerServices@SL.on.ca)**