



St. Lawrence College Job Board | Employer Guide

Contact: careerservices@sl.on.ca

Creating an Employer Account

Access the Account Log In page from this link: <https://slc.totalhire.com/users/login>

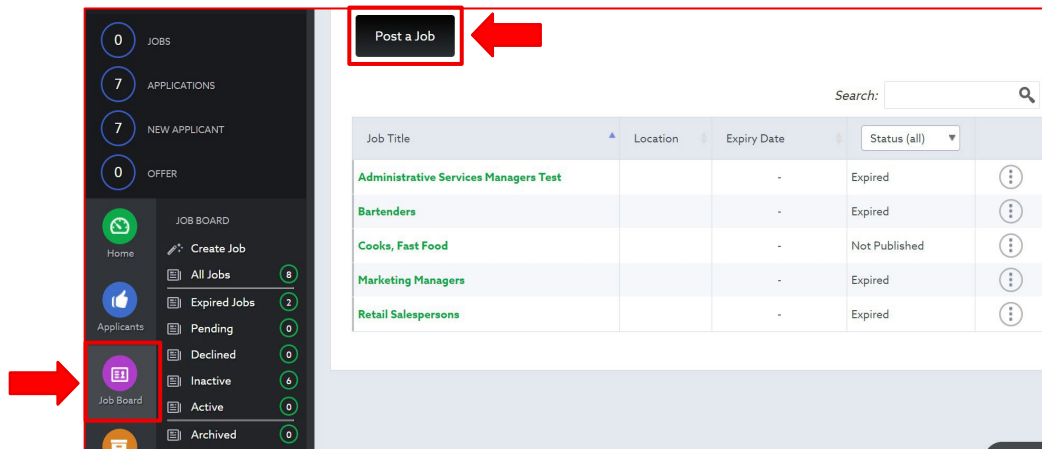
Choose the **New Employer** button at the bottom to create your account.



Posting a Job

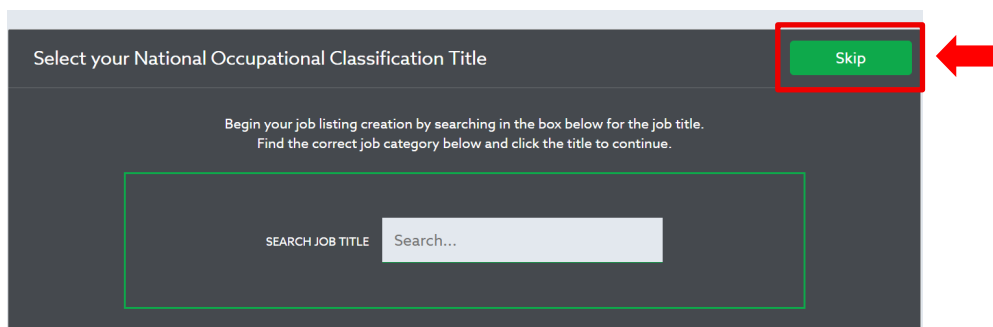
To post a job from your account, select the green **“Post a Job”** button in the top right-hand corner. This will take you to the Job Posting screen where you will follow and fill out a series of information.

Alternatively, you can select “Job Board” from the left-hand menu. Choosing “Job Board” from the left-hand menu will also allow you to stay up to date on any current job postings you have submitted or view your history of job postings.

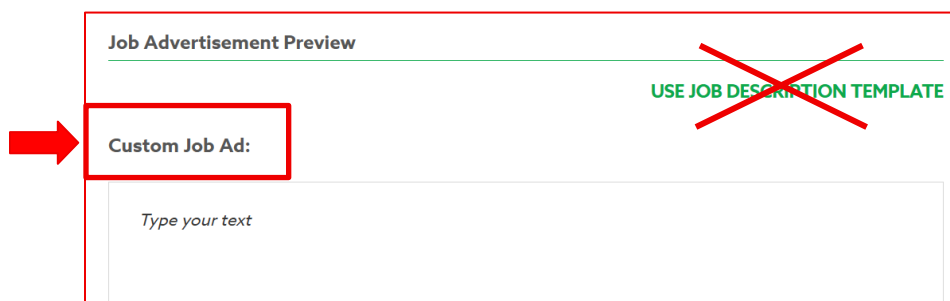


Notes about Posting Jobs

1. Click "**Skip**" to bypass the National Occupational Classification and template options and go directly into the **New Job Posting – Details** page. This route is more customizable for employers.



2. After entering the job details you will land on the **Job Advertisement Preview** page. Please add your job description to the default - **Custom Job Ad** - box on this page. You **do not** need to click on the green **USE JOB DESCRIPTION TEMPLATE**. The Custom option is more flexible for posting your specific requirements.



- The last action at the bottom of the template is for the **application method**. Please choose your preferred **Apply Method** (email/phone/fax/URL) and include the appropriate detail, which will be linked in your job posting.

APPLY METHOD

Email Phone Fax URL

APPLY METHOD DATA

Cancel Post Job

- Posted Jobs are first submitted for review and approval by SLC Career Services. This is monitored daily to ensure postings are up quickly. Active Job Board postings can be viewed through the [SLC website](#).

Viewing Applicants

The Applicant Tracking System (ATS) function for the Job Board was disabled in June 2025.

Potential candidates **do not** upload resumes directly through the Job Board but will apply through the “Apply Method” indicated when the job posting was created:

NOTE:

Employers who previously used the Job Board when the ATS function was enabled will still have access to any past applications that may have been submitted.

0 JOBS

7 APPLICATIONS

7 NEW APPLICANT

0 OFFER

Home Applicants 2

All Hired Saved Rejected Terminated

Job Board

Add Applicant

Add Advanced Filters

Search:

Name	Application Date	Assigned	Job	+More
<input type="checkbox"/> Claudic	Apr 27, 2021, 10:01 AM	Unassigned	Marketing Managers	⋮
<input type="checkbox"/> 3 Dan Wi	Apr 8, 2021, 11:08 AM	Unassigned	Administrative Services Managers Test	⋮
<input type="checkbox"/> 3 Dan Sti	Apr 8, 2021, 10:45 AM	Unassigned	Retail Salespersons	⋮
<input type="checkbox"/> 2 Dan Sti	Apr 8, 2021, 10:16 AM	Unassigned	Retail Salespersons	⋮

Previous 1 Next

10 results per page