

Hire a Gryphon – Home Edition

Instructions to Register an Employer Account on Experience Guelph
www.experienceguelph.ca/employers/employer-registration.htm

Register a New Account

** Required fields are marked with an asterisk in the system.*

Organization: Use your last name + Residence (i.e. Johnston Residence)
Division Name: Use “Head Office”, our standard Division for employers that do not have multiple locations
Address: Enter your home residence – students will not be able to see this address, your information is secure
Phone Number: Enter using (555) 555-5555 format. Again, students will not be able to see this, your information is secure. Scroll down to email field.
Email: Use your @uoguelph.ca email address unless you already have an account on Experience Guelph and hire students regularly or have hired – then you will need to use a non-uoguelph email.
Password: Create a password, enter it twice. Our system has complete encryption – no one will ever know your password.

CONTACT INFORMATION

First, Last Name: Enter using proper case (i.e. Stephen Johnston)
Job Title: Enter “Owner”

COMPANY INFORMATION

Re-enter all required fields entered above.

COMMUNICATION CONSENT

Recruitment Option: Select “Hire a Gryphon – Home Edition”
Events: Select “No Interest at this Time”
Experiential Learning Opportunities: Select “No Interest at this Time”
How Did You Hear About Us: Select “Colleagues”

Click “Continue”.

Our Employment Services Team will approve your account within 24 hours. An email will be sent to the @uoguelph.ca address on file after approval with a document providing information on how to post a job.