

# Hire a Gryphon – Home Edition

## Instructions to Post a Job on Experience Guelph

1. From the dashboard, select the yellow “**Post a Job**” button to create a position.
2. As an employer for Hire a Gryphon – Home Edition, select **Career Job Postings**.
3. If you have previously posted a job, you can select a job to repost from the drop down OR click “Post a New Job” to start a new posting.
4. Fill out the job posting form as below.

### CONTACT INFORMATION

The Contact Information should have populated from your account. Confirm for correctness. Remember, your contact information (beyond your name) **does not** appear on a posting to students. Our team requires the contact information to oversee your employment experience.

### JOB POSTING INFORMATION

1. Select Position Type of “**Part Time, Full Time, Summer or Contract**”.
2. Select “**Current Student**” as type of student.
3. Select the preferred degree level (typically **Bachelor**).
4. Enter **Job Title, # Positions Available**.
5. Enter Job Employment Category of “**Hire a Gryphon – Home Edition**”.
6. Enter **Job City** and confirm **Province** and **Country** is correct.
7. Enter the **Salary** as an hourly amount; provide hours per week – even if it is an estimate.
8. Enter Compensation Type as **Hourly Wage**.
9. Enter the job description – be sure to include the [information we provided on our website](#).
10. We encourage you to select “**All Degrees and Disciplines**” for all Hire a Gryphon – Home Edition opportunities. You can specify requirements within the job description as opposed to removing applicants that may be eligible for the position due to experience they’ve had outside of their program of study, etc.

### APPLICATION DELIVERY

1. Select “**Collect applications through Experience Guelph**”.
2. Select the email options you prefer – we suggest that you set an appropriate application deadline (**4 business days maximum**) and then have your applications sent to you as a bundle. If you select to “Email each application as students apply” and you interview prematurely, you will be eliminating applicants that may be eligible for the position.

### APPLICATION INFORMATION

1. Enter the Application Deadline (no more than 4 business days).
2. Select the Application Material Required – we encourage you to select **cover letter** and **resume**. The additional documents (i.e. police check) can be required following an interview but prior to hiring, particularly documents that have a cost to provide.
3. Any additional application information should be entered, specifically: The **general neighbourhood where the work will take place**.

Click the yellow button "**Submit Posting for Approval**". Our Employment Services Team will review your posting, which will be approved within 24 hours. Be sure to account for that in your deadline. The Employment Services Team will notify you of next steps through your @uoguelph email.