EMPLOYER GUIDELINES

Registration and Login:
To access OSCARplus, paste or type this link into your browser (Explorer recommended)
https://www.oscarplusmcmaster.ca  Click on the Employer tab on the main maroon navigation bar. Please use the
following to login:
Username: your complete work email address
Default Password: mcmaster

A new account will go into a Pending file. Pending files are approved by an administrator within one business day. To
update your contact information, or to change your password, click on the tab Update My Account. If you are having
trouble logging in, please contact the Student Success Centre at 905.525.9140 x23035 or by email at:
careers@mcmaster.ca.

On the landing page, there are 4 (four) areas for employers to access:
- Post a Job
- Events
- Partnership Opportunities
- MentorLinks

Post a Job:
You can access the job posting form several ways. Under the My Account tab, there are three quick link options for you to
choose from. All jobs uploaded go into a pending bin for an administrator to approve. Employers will contacted when the
job is active or to collect additional information from the appropriate Career Centre on-campus. Be sure to review the
McMaster Job Posting Policy before you submit a position.

You can also click the maroon tab Post a Job. This tab is for all full-time immediate (alumni), summer, part-time, volunteer, grad-recruitment (final-year student) positions, excluding MBA. You should also select this tab if you are hiring for an opportunity where you are targeting multiple Faculties including Business.

Post a Job Targeted to Business Students ONLY: This tab is for full-time immediate (alumni), summer, part-time, volunteer, and grad-recruitment (final-year student) positions targeting only Commerce or MBA students.

Post an Internship/Co-op Job: Click this tab if you are looking to post an MBA, Science, or Engineering co-op or a Commerce or Social Sciences internship opportunity.

Post a New Job:
- Opens a new job posting form. Be sure to enter as much information as possible in all the fields. Required fields
  are marked with an "*".
- The contact information shown will not be viewed by the student. If it is incorrect, you must change it under the
  Update My Account tab.
- All Degrees and Disciplines: Click No if you want to target the position to a specific segment of students. Click
Yes if the position is open to all students.

- Targeted Degrees and Disciplines: Choose one of the cluster degrees in the left hand box, and click Add, to bring it over to the right-hand box. In the second row of boxes, you can add/remove any programs/disciplines to further narrow down your target group.
- Application Deadline: The last date that students can view and/or apply to the posting.
- Application Material Required: Click all necessary documents.
- Interview Date: If you have an interview date that you would like to book, please include it here. The administrator will organize the details with you.
- Additional Application Information: Please include any additional information you would like the students or administrators to know.

**Application Procedures:**

**OSCARplus:**

- Students are required to upload the required documents onto the system. The application packages can either be emailed to you via a PDF bundle, or you can login to the OSCARplus system and view the uploaded packages. This will be coordinated through the administrator.

**Hard Copies:**

- Central Career Services will collect hard copies of the application packages on behalf of the employer and fax/courier to your office once the deadline closes.

**Employer Email/Website/Fax/Telephone:**

- If you would like the student to send their documents directly to you or your business, include the information in the appropriate box.

**Submit Job Posting for Approval:**

- Once you have completed the form, click the Submit Job Posting button. The job posting will go into the pending bin and an administrator will be in touch with you within one business day. If you submit a job form that is incomplete, it will be flagged as such and an administrator will connect with you for further information.

**Repost a Job:**

Click on Repost a Job if you would like to submit a previously posted position on OSCARplus. This will go in the pending bin and an administrator will be in contact with you within one business day.

**Additional Features:**

**My Job Postings:** Click here to view all of your active jobs on the system. You will only be able to view positions that are connected to your contact name. Depending on the application procedure, you may be able to view students that have applied to your position.

**Events:**

This tab will provide you with a comprehensive list of on-campus recruitment events. Information and registration can be accessed by simply clicking on the appropriate event listing.

**Partnership Opportunities:**

This tab will provide you with a list of various ways your company can increase its on-campus presence and further increase student engagement.
MentorLinks:
MentorLinks is an online database of career mentors available to support McMaster students and young alumni in their career exploration. As a career mentor, you have the opportunity to share expertise with students about the industry you work in, your education, career path and information on your organization. This program helps facilitate the initial connection which is a positive step in helping support the student’s career planning and job search efforts. Click on the MentorLinks tab on the main maroon navigation bar or visit:
https://www.oscarplusmcmaster.ca/mentorLinks/overview.htm

Contact Information
If you are unsure of how to proceed or have further questions, please contact any one of the Career Centres listed below:
Student Success Centre, Central Career Services (x24799 \ careers@mcmaster.ca)
Student Success Centre, MentorLinks (26137 \ fortino@mcmaster.ca)
Centre for Business Career Development, DeGroote School of Business (x24268 \ cbcd@mcmaster.ca)
Engineering Co-op & Career Services (x 24674 \ engcoop@mcmaster.ca)
Experiential Education, Faculty of Social Sciences (x21207 \ kerlong@mcmaster.ca)
Science Career & Cooperative Education (x23657 \ hiresci@mcmaster.ca)