Employer Toolkit

Company Logo

This template draws its categories from WaterlooWorks, the University of Waterloo’s job posting site. Not every institutio will have the same categories, but they will likely be similar.

WIL Job Posting Template

If you can, include a logo in your post. You may attract students through brand recognition or build brand recognition for the future.

Don’t just include a generic title like ‘Analyst’. Add specific key words to attract the students you want as they skim through hundreds of similar ads (e.g. “Front-end developer”)

|  |  |
| --- | --- |
| **Organization Name:** |  |
| **Department/ Division:** |  |

If you have decided that you need a student at a particular level of study, you can indicate that here. For example, specifying that this is a “senior” level role will attract students closer to graduation which is helpful if you are a looking for a student with a developed skillset that you would like to convert to a full-time employee. But don’t discount the value of a junior student who might be willing to return for several terms.

|  |  |
| --- | --- |
| **Job Title:** |  |
| **# of Openings:** |  |
| **Level:** |  |

Check with your institution partner to coordinate any deadlines.

Provide desired start and end dates so students can determine if the position with their academic and other responsibilities. If the dates are flexible, state a duration e.g. four months.

|  |  |
| --- | --- |
| **Date Posted:** | {the system will generate this} |
| **Application Deadline:** |  |
| **Start Date:** |  |
| **End Date:** |  |

Where will the student be expected to report to work? Is working remotely an option or required? for some or all of the time?

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| --- | --- |
| **Location:** |  |

Use this section to put the position in context. You can share a bit about your company/organization, why you are looking for a WIL student at this point in time, and how the student will make an impact and contribute to your vision/goals.

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| --- | --- |
| **Job Summary:** |  |

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| --- | --- |
| **Job Responsibilities:** |  |

In this section, you will draw from the criteria you identified as part of the position design process. Provide a list of the knowledge/skills and competencies/characteristics that you are looking for in a candidate. Consider dividing these into Essential/Required and Desirable/Ideal. You want to attract candidates with the right capabilities but you also don’t want promising candidates to disqualify themselves because they think they don’t have what y0u need. Include any special requirements you might have such as a valid driver’s license.

Use this section to describe what the student will be doing and what they will be responsible for. Students will be looking at this section and trying to picture what the experience will be like. Begin each line with an action verb (e.g. “conduct statistical analyses” or “create reports”)

|  |  |
| --- | --- |
| **Required Skills:** |  |

WIL students are figuring out the kind of work environment they would like to work in. Help them picture what your workplace is like: Is it fast-paced? Are there social activities? Are there mentorship opportunities? An effective description here will help you attract candidates that will fit your culture.

|  |  |
| --- | --- |
| **Work Environment:** |  |

Include any other details that could help attract your ideal WIL student. You may include compensation details (renumeration or non-financial benefits), position hours, development opportunities, if you are targeting certain programs or disciplines, and your organization’s statement on inclusive hiring.

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| **Additional Information:** |  |