
Employer Guidelines for OSCARplus

Registration and Login:

If you have worked with any of the career centres on campus, you may already have an account set-up. Go to <https://www.oscarplumcmaster.ca> and try to login using:

Username: your complete work email address

Default Password: mcmaster

A new account will go into a Pending file and will be 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 Central Career Services, Student Success Centre (x23035/ careers@mcamster.ca).

On the landing page, there are 4 areas for you to access: ***Post a Job, Events, Partnership Opportunities and 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. Please note that all jobs uploaded go into a pending bin and an administrator from the appropriate career centre will contact you when it is active or to collect additional information. Be sure to review the **McMaster Job Posting Policy** before you submit a position: You can also click the maroon tab *Post a Job*.

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 only Business Students: 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:

- This brings up 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.
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- *All Degrees and Disciplines:* Click *No* to target your position to a specific set of students. Clicking *Yes* will open this position 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 Procedure:*
 - *Through OSCARplus:* Students will 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.
 - *HardCopy to Career Centre:* If you would like us to collect hard-copies that would be later faxed/couriered to your office
 - *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.
- *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.
- *Submit Job Posting for Approval:* Once you have completed the form, click this button to submit the posting. It 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 here to repost a position that you had previously posted on OSCARplus. This will go in the pending bin and an administrator will be in contact with you within one business day.

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 enhance 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 the organization you work for. This program helps facilitate the initial connection which is a positive step in helping support the student's career planning and job search efforts.

If you are unsure of how to proceed or have further questions, please feel free to 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)