PlacePro Student User’s Guide

Accessing PlacePro for the First Time

1. At www.placeprocanada.com, select Student to access the login page. You will be prompted for the following:
   - **Login**: Enter your first initial + your last name + the last five digits of your ONEcard number. Your first initial and the first letter of your last name must be capitalized (e.g.: Jackie Smith ID# 1234567 will login as JSmith34567). You may create a new login in Step 3 if you choose.
   - **Password**: Leave this field blank—you will create a password in Step 3.
   - **Access Code**: uofaeng

2. The next screen will prompt you to accept the system usage agreement. You must accept this agreement to access PlacePro. After accepting the agreement, you will be brought to the Personal Information section of the Profile tab.

3. On the Personal Information page, you will create a password. You may also choose to change your login at this point. Fill out your personal profile as completely as possible and click Save Profile at the bottom of the screen when you are finished.

Error Code 8 — “The login entered is not valid”

This is a common error with two causes:

1. You’ve already completed the PlacePro profile setup process. Once you’ve done this, you’ll need to use the login and password you created to access the system. If you’ve forgotten your login information, you can retrieve both your login and password using the Forgot Password? (see above) link available on the Student Login page. Enter the email address used to create your profile along with the access code uofaeng. The system will email your login information to you.

2. You are new to the Faculty of Engineering (first year, transfer, and grad students) and your profile has not been created yet. Email us at engineering.employment@ualberta.ca or visit the EEC with your ONECard for help resolving your login issues. Be sure to include your student number so we can identify the correct student profile. You must be registered in a full-time Engineering program at the University of Alberta to access PlacePro.

Need help? See our PlacePro FAQ online at www.employment.engineering.ualberta.ca

Updated: August 2018
Setting Job Search Preferences

To view current postings in PlacePro, you must first set up a Job Preference. When selecting for year, select the one in which employment would start (e.g.: if you are seeking employment starting in May, you will select 2019).

1. Click on the Job Search tab to go to the Job Search page, then click View/Update Your Job Preferences. If you do not have any job preferences set, you will be brought to the Job Preferences page automatically.

2. On the Job Preferences page click Add Job Preference. This will open a pop-up window. Select the following from the drop down menus:
   - Employment Type: Employment
   - Academic Unit: All
   - Year: Year in which employment will start
   - Section: Not Applicable
   - Part/Full Time: Both

3. Click Add to close the pop-up window.

4. When finished, click the Save Profile button found at the top or bottom of the Job Preferences page.

Managing Application Documents

To apply to opportunities in PlacePro, you will need to upload resumes, cover letters, transcripts, and other documents as specified in the application instructions for a posting. Documents are managed on the Portfolio tab.

Uploading Documents

Click on the Browse button to search for the documents you wish to upload. Select the document type (Resume, Transcript, Cover Letter, etc.) from the drop-down menu before uploading the document. Uploaded documents will appear in the Document(s) on file box.

Suggested File Types: Word or PDF

Conversion errors may be resolved by deleting the corrupt file and uploading the file in a different format.
Creating A Portfolio

Many opportunities advertised in PlacePro require that you submit multiple documents in an application package. To do this, you will need to create a **Portfolio**.

1. On the **Document Manager** tab, click **New Portfolio** in the **Portfolio(s)** box.

2. Use the checkboxes to select the documents to include in your portfolio. Click **Next Step**.

3. Number your documents to indicate what order you want them to appear in your portfolio. Click **Next Step**.

4. Name your portfolio. Use the company name and position title in the portfolio name to make it easier to identify the correct portfolio when applying to the position. To avoid confusion or missing documents, we recommend that you create a new portfolio for each application. You may modify a portfolio at any time before the posting closing date.

Applying to Advertised Opportunities

Instructions for applying to opportunities posted in PlacePro are included at the top of every job posting. Read the job description carefully to ensure your application includes all required documents and is submitted as directed.

**One Step Applications** require you to submit your application through PlacePro. If you are asked to submit multiple documents, you will need to create a portfolio containing the specified documents before applying.

1. In the Job Search Results page, click the **Apply** checkbox beside the job title of the position you are applying to.

2. To submit your application, select your application portfolio from the drop-down menu beside the position you are applying to.

3. Click **Save and Return to Search**. Your application will be forwarded to the employer **after the posting closing date**.

**CAUTION:** Changes made to your portfolio prior to the closing date will be reflected in your application.

**Two Step Applications** require you to apply through PlacePro as well as directly to the employer as instructed in the job posting. Clicking “Apply” in PlacePro will not submit your application to these opportunities — **You must follow the instructions provided in the posting**.

**Why Apply Through PlacePro?**

Creating an application portfolio for each opportunity you apply to ensures that you always have a record of what was submitted to an employer.
PlacePro Application Status Icons & Application Follow-Up

For traditional engineering students and all alumni, the icons in PlacePro do not accurately reflect the status of a posting or your application for employment with a company.

Follow-up on your application will depend on how you submitted your application:

- If you submitted a **one-step application**, contact the EEC.
- If you submitted a **two-step application**, contact the Human Resources department of the company.

Scheduling Interviews

Companies may contact candidates directly to schedule interviews, or they may have the EEC organize interviews on their behalf.

When the EEC is scheduling interviews, you will receive an email inviting you to login to PlacePro and select an available time slot from the interview schedule. Read the entire interview invitation email, as it will include important information about candidate briefing sessions, interview location and format, and requested additional documentation for candidates to bring with them to the interview.

Selecting an Interview Time Slot

1. To access the interview schedule in PlacePro, select the **Interviews** tab. You can review the job details by clicking on the Job title on the left. To select an interview time, click **Schedule**.

2. On the Schedule page, you can see all available slots. Click **Schedule** to select a slot. If you need to change your interview time, you can click **Schedule** on a different slot.

3. Your interview date and time can be viewed at any time on the **Interviews** tab. You may change your interview time until the deadline indicated in the interview invitation email from the EEC has passed, or until all spots have been filled. If you are unable to schedule a time slot for an interview you have been invited to, **contact the coordinator specified in your interview invitation email**.

Declining an Interview

If you receive an invitation to interview but wish to withdraw your name from consideration for a position, please notify the EEC as soon as possible via email to the coordinator indicated in your interview invitation email.

Be professional in your communication as your email will be passed on to the company.