Experience COTR Employers Guide

How do I register?
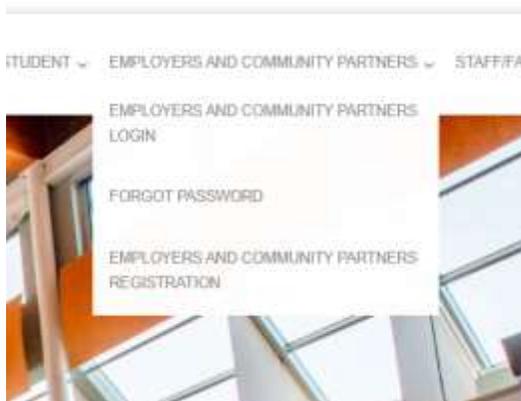
 1. Go to Experience.cotr.bc.ca

2. Click 'Employers & Community Partners' on the top navigation bar, then select 'Registration'

3. Complete all fields of the registration form

4. Under 'Division Information', if your organization does not have divisions please enter 'Head Office'

How do I login?

1. Go to Experience.cotr.bc.ca

2. Click 'Employers & Community Partners' on the top navigation bar, then select 'Login'

3. Enter your email address and password

I Forgot my Password:

1. Go to Experience.cotr.bc.ca

2. Click 'Employers & Community Partners' on the top navigation bar, then select 'Forgot Password'

3. Enter your email address and click on the 'EMAIL RESET CODE' button. You will be emailed a reset code that you will need to enter below to change your password

4. Copy the 'Reset Code' from the email you received and paste into Reset Code under 'Step 2' and complete the information as required

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Post a Job:

1. Click on 'Dashboard' on the left navigation bar

2. Click on the Yellow 'Post a Job' button at the top of the page

3. Select Student Job Board to post the job

4. Fill out the form as required *Note: select all documents students are required to submit with their application (i.e., Resume, Cover Letter)

5. Click the yellow 'Submit Posting for Approval' button

6. Your job will be placed into pending status, and will be reviewed for approval within 3 business days

Re-posting a Job:

1. In your account, click on 'Job Posting' tab

2. Click on the Yellow 'Re-post' button of the job you would like to repost

3. Select either:
Quick Repost - repost with a new application deadline

Repost and Edit Posting - repost with new application deadline and ability to change any detail of the posting.

Example: Create one job posting and then use the repost and edit option to post the same position at multiple locations.

Changing the email attached to your account:

If you need to change email address that is attached to your system account, please email your request, including the new email top srs@cotr.bc.ca

Still Have Questions? Please contact Career Services at ses@cotr.bc.ca for any further questions and assistance.