

EMPLOYER FAQ

WHAT IS CAREER TRACK?

- BCITSA's Career Track is a free online portal for both employers and students. Employers can post jobs and volunteer opportunities and students can apply to postings and sign up for events. All of our posted employers and companies are reviewed to ensure quality opportunities for BCIT Students and alumni. Career Track allows us to send newsletters, job blasts and event reminders to BCIT students and alumni.

WHAT DOES IT COST TO POST A JOB OR VOLUNTEER OPPORTUNITY ON CAREER TRACK?

- No Cost! Employers and organizations can post their job and volunteer opportunities on Career Track for FREE.

HOW LONG WILL MY JOB OR VOLUNTEER OPPORTUNITIES BE POSTED?

- All posting expiration dates are determined by the employer.

HOW LONG DOES IT TAKE FOR MY POSTINGS TO BE APPROVED?

- It is up to you! Your postings will be approved within 24 hours during business days, and you have the option to consult with one of the Career Specialists to ensure the dates will be appropriate for the group of students you are looking to target!

WHY AM I NOT RECEIVING ANY APPLICATIONS THROUGH CAREER TRACK?

- Review our '**Posting on Career Track Tips**'
- The BCITSA's Career Services is a new department that opened in September 2014 and our Career Track online job portal has only been active since January 2015. While we are eager to match employers with qualified candidates we are a new and growing department. Send us feedback at careerservices@bcitsa.ca

CAN I SEND MY JOB POSTING TO BCITSA CAREER SERVICES TO UPLOAD?

- Yes – if you are having difficulties posting your opportunities, please email careerservices@bcitsa.ca

CAN I POST INTERNSHIPS ON CAREER TRACK?

- Yes – Please read our **policy on posting internships** before you submit your internship for approval