EngCORE Frequently Asked Questions (FAQs) for Employers

General Technical Issues
Q: What should I do if I have problems logging into EngCORE?
A: If you cannot login, please email eng.coop@ubc.ca or call 604-822-3022, and the Co-op Office will be able to assist you.

Registration
Q: I am an existing employer and used ECO in the past. How do I log into EngCORE?
A: If you are an existing employer with the UBC Engineering Co-op Program and are logging into EngCORE for the first time, you will NOT need to register for a new account. The EngCORE portal can be found on our homepage at www.ubcengineeringcoop.com. Click the Forgot Password button and follow the prompts provided in the Forgot Password section. Please note that your login ID is your email address. If you are unsure of your login ID, please contact the Front Desk by phone at 604-822-3022 or by email at eng.coop@ubc.ca

Q: I am a new employer with UBC Engineering Co-op. How do I log into EngCORE?
A: Before you can access EngCORE, you will need to create a login ID and password. On the Employers main screen, please choose Employers Registration and complete the New Account Registration information. Once complete, please click the Submit Registration button at the bottom of the screen. Your request will be reviewed within 1-2 business days. Upon approval, you will receive a confirmation email from us stating you are now able to log in.

Q: I’ve forgotten my password to EngCORE. How can I reset it?
A: If you have forgotten your password to access EngCORE, you can reset the password by completing the following process:

1. Receive your reset code – Enter in your email address and click the Email Reset Code button. You will be sent an email with your reset code.
2. Fill out the Form below – Copy the reset code from the email and paste the copied code in the Reset Code box.
3. Complete the requested information: Email, Login ID, New Password, Confirm New Password and Question.
4. Click Reset Password button

Job Postings and Applications
Q: How can I post a job in EngCORE?
A: To post a new job, click on the Job Postings tab near the top of the screen or the Post a Job link on the employer home page. Use the following process:

1. Click Post a New Job.
2. Enter your job posting information in the editable fields. The page is divided into three sections and required fields within each section are specified with an asterisk (*).
3. Use the Job Posting Information fields to provide information on co-op work term, position type, start of work term, length of work term, job title, job location, number of positions, salary, frequency, industry, company type, job description, job requirements and targeted co-op disciplines.
4. Use the Application Information field to provide further information to students
5. If you wish applicants to apply via your website, select Employers Website under the Applications Receipt Procedure drop down list and enter your website into the specified field. Please note that if you wish to receive applications through the Engineering Co-op Office please leave this field as Online via System.
6. Click Submit Job Posting for Approval. You will receive an email from the UBC Engineering Co-op Office when your posting has been approved and becomes viewable on EngCORE.

Q: How can I repost an old job?
A: To repost an old job follow the instructions below:

1. Click on the Job Postings tab and select Repost a Job
2. Select the job that you wish to repost
3. Edit the required fields that need to be changed
4. Click Submit Job Posting for Approval. You will receive an email from the UBC Engineering Co-op Office when your posting has been approved and becomes viewable on EngCORE.

Q: I am posting a job online, but I am not the person who should receive the applications. What should I do?
A: Please contact the Engineering Co-op Office at 604-822-3022 or via email at eng.coop@ubc.ca.

Q: When will applications be emailed to me?
A: With EngCORE, you can view applications directly online. You will receive a notification email on the day that your job is set to close informing you that you are now able to log on to EngCORE to view applications. Please note: you will not be able to view the applications until you receive this email.

Q: How can I view the applications in EngCORE?
A: Once you have received a notification email, you will be able to obtain your list of all applicants who applied, along with cover letters, resumes and transcripts. To view applications:

1. Click on the Applications tab near the top of the screen or the View My Postings link on the Employer Home page.
2. Under the Applications tab, applications can be viewed under Recent Applications and People Interested in Jobs. If you are a past employer, there will be tabs to the left where you can view past applicants.

Q: How do I create an application package?
A: Follow the process below:

1. When you are viewing the applications for a specific job posting, check the boxes next to the names of the students you wish to be in the package.
2. Scroll down and select Create Application Package
3. This will create a package, then select Download Applications Package
4. You will then be able to save this as a PDF and email it to the appropriate people to review.
Q: I am no longer responsible for Co-op hiring. Can I be removed? Or can my colleague be added?
A: Please contact the Discipline-specific Engineering Co-op Coordinator for assistance.

Q: How can I shortlist Co-op students for interviews?
A: To shortlist/select co-op students for interviews:

1. Go to the Applications tab
2. Click View Applications for the position
3. Under Applications for this job select yes or no for the students you wish to interview.
4. Then click Submit at the bottom of the page

Q: How can I set up interviews for my shortlisted/selected Co-op students?
A: To request interview arrangements for your job postings, please follow the below process in EngCORE:

1. Click the Interviews tab.
2. Under Job Postings with No Interview(s) Scheduled, click Request Interview Date(s) for the appropriate job posting.
3. You will be guided through the interview schedule set-up process screens. Enter the requested information. You can add any additional notes for our administrative staff which they will see before they approve your request.
4. If you will be interviewing on campus, EngCORE does not have the capacity to reserve rooms at our office. You can enter “TBA” when prompted to enter a room number. Our Interview Liaison will help to reserve a room when approving the request.
5. Click Submit Request.
6. Our Interview Liaison will work with you to coordinate the interview logistics.

Q: I want to interview at the UBC Engineering Co-op Office. How do I reserve a room?
A: Please contact the Interview Liaison at coop.interviews@ubc.ca or 604-822-6995 to reserve a room at the Engineering Co-op Office.