



# RESOURCES

## CAREERCONNECT RESOURCES

Humber Advising  
& Career Services

## EMPLOYER REGISTRATION GUIDE

FOR MORE, VISIT  
[careers.humber.ca/employer-services](https://careers.humber.ca/employer-services)

### Advising & Career Services Resource Guide

#### Getting Started:

- Humber College is a multi-school environment, consisting of 6 faculties:
  - Faculty of Applied Sciences & Technology
  - Faculty of Health Sciences & Wellness
  - Faculty of Liberal Arts & Sciences and Innovative Learning
  - Faculty of Business
  - Faculty of Media & Creative Arts
  - Faculty of Social & Community Services

To post placements, co-ops or internships within a specific faculty, employers should register through the relevant faculty portal.

Faculty of Applied Sciences &  
Technology

Faculty of Health Sciences &  
Wellness

Faculty of Liberal Arts & Sciences  
and Innovative Learning

Faculty of Business

Faculty of Media & Creative Arts

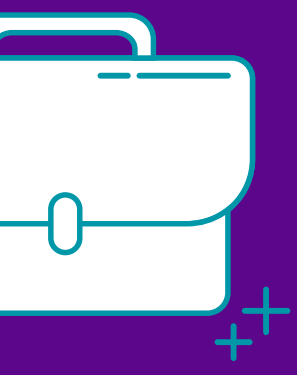
Faculty of Social & Community  
Services

- To post placements, co-ops or internship opportunities, employers should register with a specific faculty: <https://careers.humber.ca/employer-careerconnect.php>
- If you are registered with a faculty, only one account is necessary (i.e. if registered with the Faculty of Business you can only log in through the Faculty of Business job portal).
- If you choose **not** to register with a specific faculty, please visit: [careerconnect.humber.ca](https://careerconnect.humber.ca) and click on "Employers"
- Please select the option to either "Sign Up" or "Sign Up and Post Job"

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL 105, 416.675.6622 ext. 5028

[www.careers.humber.ca](https://www.careers.humber.ca) | [Instagram.com/humbercareer](https://www.instagram.com/humbercareer) | [twitter.com/humbercareer](https://twitter.com/humbercareer)



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## Organization Information:

- Enter the name of the organization you are hiring for. If you are hiring on behalf of an organization, please register using your company name as the organization name.
- Select the industry associated with your organization. NAICS codes can be found on the Statistics Canada website [here](#).
- Enter a brief company description (3-5 sentences) that includes details about your organization and/or company values and goals.
- Select the type of organization and the number of employees currently working within your company.
- Please include link to company website or social media platform.

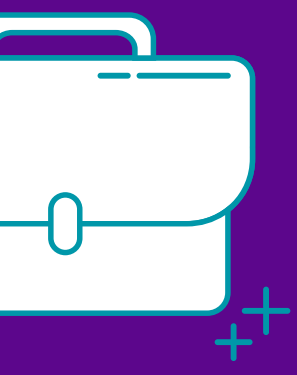
## Contact Information:

- Please provide as much information as possible including:
  - Title / Salutation (Mr., Ms., Mrs., etc.)
  - Full Name (First & Last)
  - Professional Designation if applicable (PMP, CHRP, CMA, LL.B, etc.)
  - Job Title
  - Department / Division
  - Email (preferably company domain email address, however general domains may be accepted)
  - Company Phone Number, Extension, and/or Cell Phone (formatted as 123-456-7890)

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## Company Logo:

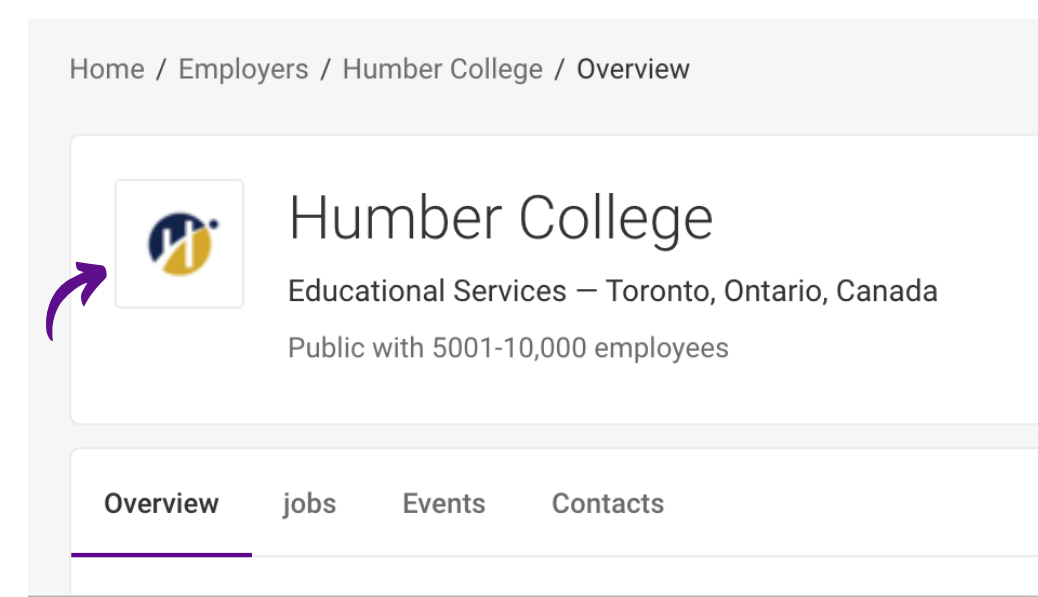
- Upload company logo
- Your logo will display on your employer profile, job posing, and some events

Company Logo \*

Your logo will display on your employer profile, job posting, and some events.

Choose File To Upload No file chosen

Clear



## Address:

- Please provide:
  - Street Address (include unit number or suite number)
  - City
  - Province
  - Postal Code (formatted as M9W 5L7)

## Submit:

- Once everything is filled out, agree to the terms and conditions of use and submit.
- Your registration will be reviewed within two business days.

Submit

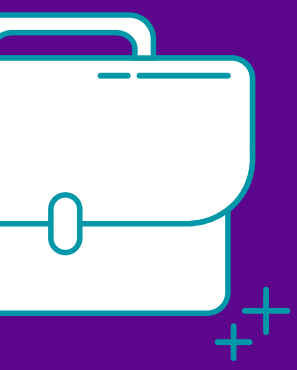
By clicking submit, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy](#) and [Terms](#)

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## Password Reset:

- To reset your password, click on the link "Forgot Password" and enter the email you registered with.
- You will receive an email in your inbox with the link to reset your password.
- If you are a single sign on employer, please send an email to [careerconnect@humber.ca](mailto:careerconnect@humber.ca) to reset your password.

The screenshot shows the Humber Career Connect website's password reset page. At the top left is the Humber logo, and at the top right are three vertical dots. Below the logo is a navigation bar with four links: "Sign in", "Forgot my password" (which is underlined), "Sign Up", and "Sign Up and Post Job". The main heading is "Forgot my Password". Below this is a light blue instruction box: "Enter your username below, click go, and your password will be reset and emailed to you". Underneath is a "Username:" label with the subtext "(your email address)" and a text input field. A purple "Go" button is positioned below the input field. At the bottom left, it says "POWERED BY ■ simplicity".

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