Elevate Guide

Creating an Account, Logging In, Posting Jobs, & Viewing Applications for MBSI Roles

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# Elevate Overview

**Elevate** is a career management system hosted by the Haskayne Career Development Centre to manage student career and learning activities.

The Haskayne Career Development Centre offers a dedicated Haskayne School of Business Job Board, connecting students with prospective employers. Students can search and apply for job postings, co-op / internship opportunities, and manage job applications. Job postings include full-time, summer, part-time, contract, limited term, co-op, internship, and volunteer opportunities.

# Creating An Account

Partners interested in posting a MBSI internship opportunity on the Haskayne School of Business Job Board must register for an account.

**Instructions**

1. Navigate to our Elevate website at elevate.ucalgary.ca.
2. Select Log In in the bottom right corner of the page.
3. Log in as an **Employer**.
4. If this is your first time using Elevate, you will need to create an employer account before logging in. Navigate to the **Employer Registration form** hyperlinked at the top of the page.
5. Please fill in all necessary fields and submit the form.
6. The account request will be approved *within one to two business days*. **Note:** all account requests are reviewed to ensure accuracy and validity.
7. You will receive an email notifying you that the account has been approved. The account holder can now log in to Elevate and access job boards. If you do not receive an account approval email within one to two business days, please check your spam folder and contact **recruit@ucalgary.ca**.

# Logging In

Once you have created your account and it has been approved, you can log in to Elevate and begin posting BSI opportunities and viewing applications.

**Instructions**

1. Navigate to **www.elevate.ucalgary.ca**.
2. Select Log In in the bottom right corner of the page.
3. Select **Employer** from the Log in menu.
4. Enter your email address and password chosen during your account creation. **Note:** if you have forgotten your password, navigate to the **password reset form** hyperlinked on the same page and follow the instructions to reset your password.
5. You will now be able to post your MBSI position(s) and view student applications as they come in.

# Posting Jobs

As an MBSI partner, you are responsible for posting your MBSI roles on the Haskayne job board as well as reviewing applications and conducting interviews to select a student. Job postings are provided free-of-cost for both employers and students.

**Instructions**

1. When logged in to Elevate, you will land on your **Dashboard** page where you can create new job postings, manage your existing postings, and manage your account.
2. Select the blue **Post a Job** button on your Dashboard page.
3. You will now see a Post a Job pop-up window. Select the **Haskayne School of Business Job Postings** board. **Note:** Please do not post your position to the Haskayne School of Business *Co-op* Job Postings board or any other non-Haskayne job board.
4. You will now see a **Terms and Conditions** pop-up window. **Accept** the terms and conditions once read.
5. If you would like to post a new position, select the blue **Post a New Job** button. If you have a previously created position that you would like to repost, you can select the position from the **My Previous Postings** drop-down menu. You will be able to edit this posting before it goes live. **Note:** please create a separate job posting for each project.
6. Fill in all necessary fields, as specified in the **MBSI** [**Job Posting Template**](#_Job_Posting_Template) found on Elevate and **Submit Posting for Approval**. Your posting will not be approved without these MBSI-specific details.
7. Your posting will be approved within one to two business days and you will receive an email notifying you that your post is live. If you do not receive a posting approval email within one to two business days, please check your spam folder and contact **hscentre@ucalgary.ca**.

# Viewing Applications

If you opted to accumulate student applications for your MBSI role online, you will be able to view applications as they come in through Elevate.

**Instructions**

1. Log in to Elevate. On your **Dashboard** page, select the **Job Postings** tab.
2. On this tab, you will see a list of your past and present job postings. For the posting you would like to see applications from, select the blue **view app(s)** button.
3. You will see a list of students who have applied for the position. To see a student’s application package, Select **Download Package** from the blue **Options** button drop-down menu.