



Association for Co-operative Education
and Work-Integrated Learning BC/Yukon

ACE-WIL Post an Opportunity: Frequently Asked Questions

What is the Post an Opportunity tool?

The [ACE-WIL Post an Opportunity](#) tool (“tool”) is a resource where employers can fill out a form to submit a WIL opportunity and have it sent to multiple post-secondary institutions (“PSI’s”) at once.

How does the tool work?

Employers select the institution(s) they would like to send the job posting to and the posting is then automatically forwarded from info@acewilbc.ca to the email contact(s) for the selected institutions. It is NOT a job board, but acts as a portal where the opportunities are forwarded to individual schools to post.

How is the Post an Opportunity tool related to the institution pages on ACE-WIL’s website?

ACE-WIL’s website also has an inventory for employers to [search the different ACE-WIL member institutions and their WIL programs](#). These institution pages are **separate** from the Post an Opportunity tool but support it as they contain information on the programs at different public post secondary schools in BC, and are linked within the Post an Opportunity form. If you would like to change information on your institution’s page, fill out [this form](#) and email it to info@acewilbc.ca.

Who is the Post an Opportunity email contact at my institution?

Institution email contacts are stored in the backend of ACE-WIL’s website where the form is maintained. To find out who your institution’s contact is, email info@acewilbc.ca or reach out to any current board member.

How do I change or add a Post an Opportunity email contact at my institution?

Email info@acewilbc.ca and be sure to notify all contacts involved.

I am an institution contact, what do I do once I receive a posting?

Each PSI has different requirements and may have to deal with postings slightly differently. However, to ensure consistency across the BC PSI system, please:

- Distribute the opportunity to the appropriate place, when possible. This could be a WIL specific job board, a general job board or an email to a relevant faculty member who oversees WIL programming relevant to the posting.
- Email the employer before and/or after the opportunity has been distributed and inform them of the next steps.

Are institution contacts supposed to respond to the employer?

Yes, institution contacts that receive postings through the form should respond to the employer **regardless of if the opportunity fits in with the WIL programming**. Ensuring good service to the



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employer is important, and it is an opportunity for the institution to build a relationship with the employer, educate them on the PSI's WIL programming, and possibly secure a long-term employer for their students.

Employers receive a confirmation email upon submission with a note that the institutions they selected will be in contact with them. Thus, it is very important for institution contacts to be aware of the best practices for dealing with the postings that come through the form. **Review the best practices [here](#).**