

OSCARplus Instructions for MBA (Co-op) Students

Student Experience – Career and Professional Development

All coaching sessions, event registrations, and job postings are managed through McMaster's online portal – www.oscarplustcmaster.ca.

As an MBA student, you are eligible for **Business Student** services. If you completed your Undergraduate degree at McMaster, you will also have access to the Student Success Centre (SSC) job board and event postings – *however, no MBA sessions will be posted on the SSC event board, and all MBA-eligible jobs will be posted on the Business Student board.*

How to sign up for an event:

On the left side of the screen, click Events, followed by Business (highlighted in green) – this will bring up the Business event calendar. Do not sign up for any events on the SSC calendar.

The screenshot shows the 'Business Events / Workshops' calendar for September 2016. The left sidebar menu has 'Events' and 'Business' highlighted. The calendar grid shows the following events:

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----|---|--|---|--|--|-----|--|
| | | | | 12p Professional Development - Graduate (On-Campus Recruitment) Webinar - For Graduating MBA Students Only | | | |
| | | Mandatory Meeting - MBA Onboarding Week | | | | | |
| | 12p Professional Development - Graduate Networking Boot Camp - For Graduating MBA Students Only | 12p Professional Development - Advanced Finance Interview Prep (MBA graduating students) | 12p Professional Development - CIBC Information Session (For GRADUATING MBA, MFin and BCom) | 9:30a Career Development Workshop - Networking - How to Stand out at a Company Information Session BCOMM | 10:30a Professional Development - Commerce Internship Back to Campus Meeting | | |
| | 1:30p Professional Development - Commerce Internship Back to Campus Meeting | | | 1:30p Company Information Session - Your Deloitte Consulting Information Session (CPA) - BCom only | 10:30a Career Development Workshop - CPA Recruitment Preparation Workshop | | |
| | | | | | 1:30p Career Development Workshop - CPA | | |

Please carefully review the requirements for the event you are interested in attending – the description will indicate which program (MBA or BCOM) and year (incoming or graduating) students are eligible to attend. If you register for an event you are not eligible for, the CPD team will cancel your registration.

Click on the event you would like to register for – you will be redirected to the event description and can click the “Register for this event” button.

The cancellation policy varies by event (external or internal) and it is important you read the cancellation policy for each event you register for. If the deadline to cancel has passed, you may not cancel your attendance – if you miss the event, this will be considered a no-show and will result in an accountability meeting with Cynthia Bishop, which could affect your access to OSCARplus.

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How to sign up for appointments:

On the left side of the screen, click Appointments, followed by Business Appointments, followed by MBA/MFin Career Appointments (highlighted in green). *(If you need an appointment with an Academic Advisor, you can select MBA/MFin Academic Appointments).*

The screenshot shows the Oscarplus interface. At the top, there is a breadcrumb trail: "YOU ARE HERE: MyAccount / Appointments / Business Appointments / MBA/MFIN Career Appointments". On the left, a navigation menu lists various options, with "Appointments", "Business Appointments", and "MBA/MFIN Career Appointments" highlighted in green. The main content area is titled "MBA / MFIN Career Appointments" and contains the instruction "Please select a booking option:" followed by two blue buttons: "Book by Appointment Type" and "Book by Appointment Provider".

When booking your CPD appointment, the type will always be “1st year MBA”. Once you’ve selected the type, you will be redirected to a calendar showing the available appointments. You will receive a confirmation email when the appointment is booked.

If you book by Appointment Provider, please ensure you select the 1st year MBA appointment type when booking as the CPD team has set aside specific times for your appointments.

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How to view Co-op jobs:

Before you will be able to view and apply for Co-op roles, you must accept the DeGroot School of Business MBA Co-op Terms and Conditions. On the left side of the screen, click Internships & Co-op, followed by MBA Co-op, followed by MBA Co-op (highlighted in green). This will take you to your Co-op Record. Scroll down the page, carefully read the terms (highlighted in yellow), and click Accept. You will not have access to jobs until you've accepted the terms (this will apply for each work term).



Co-op Record

Documents Postings Applications Interviews

NEW!

Student Experience - Career and Professional Development has purchased access for DeGroot students for CQ Interactive - The most advanced on-line interactive case training developed. CQI focuses on the skills you need to walk into the case interview well prepared and confident.

To use this new, exciting tool, please visit the following link and use your McMaster email address to log in:
<http://mcmaster.cqinteractive.com>

Welcome to your MBA Co-op Module.

Here is where you will manage the recruitment process for each MBA Co-op work term including specific job postings, applications, interview details and work term record information.

REMINDERS:

1. The documents uploaded in this module will only be accessible for the MBA Co-op process. Summer and graduate recruitment documents will need to be uploaded under "Business Student Job Postings"
2. Please keep your profile updated with current phone numbers and addresses – this is important when we need to contact you regarding interviews or job offers.
3. If you have any issues accessing information in this module, please contact the SE - CPD team at mbacoop@mcmaster.ca

Student Experience - Career and Professional Development
905-525-9140 ext. 27759
mbacoop@mcmaster.ca
RJC 333

MBA CO-OP QUICK

CURRENT JOB SEARCH TERM (2017 - Winter)

Terms And Conditions

Congratulations on your acceptance into the MBA Co-op Program at the DeGroot School of Business, McMaster University. The team at the Student Experience – Career and Professional Development (SE-CPD) will support your exploration in achieving your career potential. To succeed in this program, there are expectations that support your efforts in securing three career-related work terms. To confirm your understanding of your MBA Co-op responsibilities, you will need to "accept" these terms in OSCARplus prior to beginning each co-op recruitment cycle.

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Once you have met all of the criteria for access to Co-op job postings, you can view Co-op roles (jobs go live September 16 2016). Click on All Active Postings (circled in orange) and this will bring you to a list of all jobs open for the upcoming work term.

The screenshot displays the 'Business MBA Co-op Job Postings' page. On the left is a dark sidebar with a menu including: Dashboard, Events, Appointments, Job Postings, Internships & Co-op (with sub-items MBA Co-op and Job Postings), Upload MBA Documents, Job Applications, Interviews, Social Sciences Internships, Overview, Placements, Grants & Awards, Mentoring, WORKSTUDY, and Logout. The main content area features a header with 'View all available postings' and 'Search Job Postings' buttons. Below are several filter boxes: 'For My Program' (0), 'Applied To' (0), 'Shortlist' (0), 'Viewed' (0), 'New Posting Since Last' (0), 'Application Deadline Today' (0), and 'Application Deadline in the next 10 Days' (0). A 'MY SAVED SEARCHES' section shows 'You have no saved searches'. An 'ADDITIONAL QUICK SEARCHES' section has 'All Active Postings' (0) circled in orange. A 'LIST MANAGEMENT OPTIONS' section contains links for 'Manage Save Search and Email Notification' and 'Manage My Not Interested List'. A 'SEARCH POSTING' box on the right prompts for a job ID and has a 'Search' button.

You can filter by company, position type, location, and application deadline. The majority of jobs close at 11:59pm – however, you should always double-check both the date and the time that a role you are interested in closes at as we cannot accept late applications.

Please note – as a 1st work term student, you are not eligible to apply for 8 month roles. These are for senior off-cycle Co-op students. If you submit an application, it will be removed by the CPD team.

When uploading your documents, please note that OSCARplus does not accept a transcript downloaded directly from MOSAIC. You will need to download it and resave it under another file name/type in order to upload the transcript to our system.

Best practices for creating job applications – save your package as “last name, first name, job title, job ID”.

If you are selected for an interview, you will receive an email from the CPD team. You can log in to OSCARplus to sign up for a timeslot (it will be listed on your main page dashboard). The interview schedule will show you the date/time, location (interviews take place on and off-campus) and any special instructions.

If you have any questions regarding events, appointments, or jobs, please email mbacoop@mcmaster.ca.