



Employer Success Guide

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SMALL EXPERIENCES. BIG IMPACT.

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What is Project-Based Learning?

Project-based learning is a teaching method in which learners gain knowledge, experience, and skills through the study and resolution of authentic, interesting, and complex issues, problems, or challenges in close collaboration with business or nonprofit partners.

Through meaningful collaborations with employers on projects, learners have the opportunity to apply their knowledge and develop valuable skills through project work, while creating lasting connections that could make all the difference at the end of their studies.

What is Riipen?

Riipen is an online marketplace that connects learners with companies to work on real-life projects and earn course credit.

How do Employers Benefit from Riipen?

Generate Fresh Insights & Ideas

Working with learners is a great way to gain valuable insights for your business. Learners provide a fresh and innovative look at the challenges or opportunities your company is facing. Riipen allows you to bring your projects to the classroom.

Reach Learners & Elevate Your Employer Brand

Riipen allows organizations to engage with a broad range of learners by offering a vast marketplace of post-secondary courses representing multiple disciplines. This empowers you to reach talent in new fields and authentically engage with them.

Discover, Attract & Recruit Talent

Recruitment is evolving. It's become increasingly difficult to evaluate talent solely based on resumes and interviews. Riipen allows companies to accurately assess a candidate's skills through in-class projects or challenges, and build a successful talent funnel for future hiring.

Help Create a Stronger Future

It takes all of us to shape the future of the workforce. Through Riipen experiences, you can connect with emerging talent and help them build valuable work-ready skills. Together, we can all play a role in closing the skills gap and developing a stronger future.

How to Get Started on Riipen?

- 1 [Create an account on Riipen](#) using your email, Google or LinkedIn account.
 - [How do I get started, as an employer?](#)
- 2 Post your project: Choose from one of our many [project templates](#), post it to our marketplace, and connect with a course or internship program that fits your requirements. Make sure your project scope clearly identifies a challenge your team wants to tackle.
 - [How to create a project](#)
 - [Navigating your project page](#)
 - [I published my project, what happens next?](#)
 - [How do employers match with academic institutions?](#)
 - [Review your project's request status](#)
 - [What to discuss with an educator?](#)
 - [What does it mean to accept a request/have your request accepted?](#)
 - [What happens after my project has been approved by the educator?](#)
 - [Reasons to close your project](#)
 - [What do I do before the project starts?](#)
- 3 Collaborate: Gain insights from learners under the guidance and support of their educator. Use our project management features to engage with the learners effectively.
 - [How do I kickoff my project with students as an employer?](#)
- 4 Review: Collect deliverables and exchange feedback to start building a talent pool that accurately reflects talent.

If you are looking to work with an educator, and your project scope needs to be changed, please make sure to communicate this with your professor.

In-Class Projects vs Remote Internships (1 of 2)

When creating a project or editing an existing one, employers have the option to indicate if their project is open to Courses, Internship Programs, or both. Courses are a lower commitment way to reach a larger number of students, whereas an Internship Program can be a great way to get a project completed with more control over the outcomes.

In-Class Projects (Courses)

If your project is matched with a Course, one or more student teams will be assigned to your project. They complete the project as a class assignment, for course credits, during the fixed dates indicated on the course page. You will be asked for input during the project, and will receive their work at the end.

In-Class Projects are Ideal for:

- Organizations looking to complete a specific project (e.g., [Market Research](#), [Data Analysis](#)).
- Those with a busy schedule that can't commit to daily check-ins.

Advantages:

- Reduces the need to hire and train students.
- Professors act as a helpful guide for students.
- Allows for more upfront planning rather than daily check-ins.

In-Class Projects vs Remote Internships (1 of 2)

Remote Internships

If your project is matched with an Internship Program, you can set your own preferred start and end dates. [Payment may be required, depending on the internship program](#). Students at that school will apply to participate, and you can decide who is approved to work on your project. Students are able to work on multiple projects and assist with day to day tasks. During the project, you act as the supervisor to the student, and the degree of interaction is higher.

Remote Internships are Ideal for:

- Organizations that need assistance with ongoing tasks (e.g., [Content Creation](#), [Web Development](#)).
- Those who would like to offer mentorship and ongoing support.

Advantages:

- Cost effective.
- Allows for daily check-ins.
- Students will be able to assist in a larger capacity within the workplace.

What Should I expect? (1 of 2)

When you make a project submission or receive a request for the first time, sometimes you want more clarity on what happens next? This article is designed to guide you through the process. In case you have any questions, please reach out to success@riipen.com.

Riipen Notifications

Our platform sends you notifications when a particular action happens with your project. For example: If you get a match, you are notified. If you are rejected, you get notified. We highly recommend reviewing the progress of your project in the Request tab.

Pro Tip: Consider revisiting the platform after the first submission to apply to new opportunities to increase the chance of getting connected. Your notifications can be toggled on or off in your profile settings.

Monitor Your Messages

The Riipen platform has different tools to manage your experience with students. The first one is the Message Centre where you can communicate with professors, students and other professionals to ensure you found a good match for the project.

Pro Tip: Check your messages regularly and make follow-ups to schedule first calls with educators.

What Should I expect? (2 of 2)

Meet Your Team

After connecting with a professor or program coordinator and confirming your collaboration, students will reach out to you on the platform. A project scope meeting usually happens during the class where you meet students and introduce your company and challenge along with great incentives your project has!

Resources:

- [How do I kickoff my project with students as an employer?](#)
- [What do I do before the project starts?](#)

Pro Tip: In most successful projects, employers provide their availability for regular check-ins. Students can use the meeting booking tool in Message Centre to book a time to meet with you.

Employer Commitments

Employer Commitments to Working with Educators:

- I will accept or decline an educator's request within 21 days unless we mutually agree on a delay.
- I understand that my contact information will be provided to the educators to whom I have proposed my project or who have requested my project, in order to arrange our first call together.
- I will contact educators who requested my project within 3 weeks of their request to discuss the suitability of my project.
- I will update my project page if the scope of my project changes at any time after its publication, and I will inform any educators with whom my project has matched with of these changes.
- I will discuss with the educator any expectations on the frequency and method of communication with their students.

Employer Commitments

Employer Commitments to Working with Students:

- I will be respectful of the commitment I've made to the educator and students.
- I will communicate with them regularly and update them if any changes occur.
- I will provide constructive criticism and acknowledge the students' achievements when providing feedback to the students I collaborated with.
- I will show my appreciation for their work, and help them build their virtual portfolio with relevant feedback for future employment opportunities.

Best Practices & Tips to Succeed

Project Publication Checklist:

- Provide background information on your organization.
- Explain the ultimate goal/outcome for your posting.
- List any tools or programs students will work with.
- List 3-4 tasks that students will complete.

Personalize Your Opportunity:

• Differentiating Your Organization:

- Did you provide a brief description of your organization and the purpose of the posting?
- Did you provide context on how completing your project/posting will further the goals of your organization?
- What type of support will you provide for students? (Ex. Feedback, Weekly Check-ins)

• Clarifying Required Objectives & Tasks:

- Have you stated at least 3-4 tasks that students are expected to complete?
- Are there any programs students must utilize throughout this experience?
 - Ex. (Python, HTML, Wordpress, Adobe Photoshop, etc.)

• Template Tips:

- Remove bolded template instructions.
- Elaborate on the main points provided.
- Edit template & personalize the project scope.

• Posting Examples:

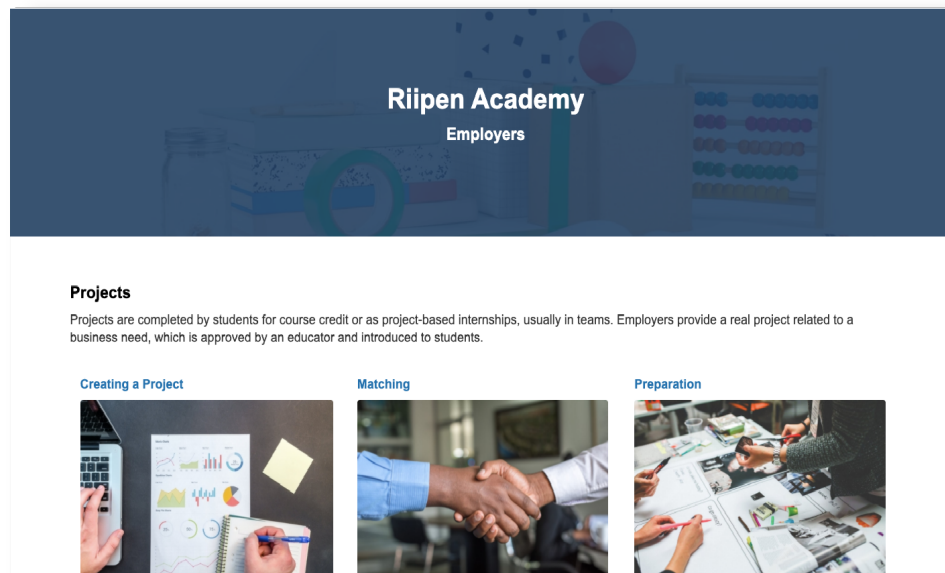
- [Strategic Prospecting Execution](#)
- [QSpeak Website Development](#)
- [Gender Diversity Research and Communications](#)

Riipen Academy

Learn what it means to integrate work and learning on Riipen.

To better understand the entire process for in-class project-based engagements and remote internships, Riipen created a learning resource called [Riipen Academy](#). More than just help articles, Riipen Academy will explain what is expected of you based on best practices and our users' experience.

From connecting to collaborating with students, a host of topics are presented so that you can get the most out of the experience.



Connect With Us!

If you run into any issues, contact the Riipen support team in the dedicated chat on the platform or contact us directly at success@riipen.com.

www.riipen.com

ACCOMPLISH MORE AS A PART OF
THE RIIPEN COMMUNITY!

