

Xello's WBL partner portal

Establish yourself and your company as a local community business partner.

Students in your area want to learn more about the workplace and Xello can help. Xello offers a platform for students and educators to explore the world of work through a variety of work-based learning opportunities. Including:

Opportunities for students:

- Job shadowing
- Internships
- Apprenticeships
- Part-time work

Opportunities facilitated by educators:

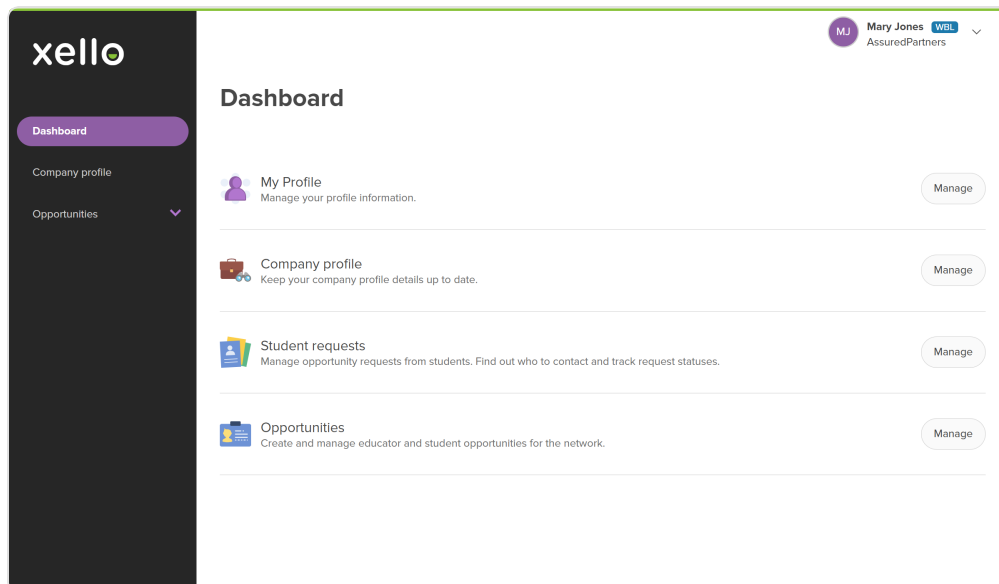
- Career/business guest speaking
- Career fair
- Workplace tours
- Informational interviews

With Xello, you and your team can easily share information and documents with the school's educator team. It makes communication and record keeping for these opportunities easy and accessible.

Setting up your Xello account

Once you're ready to become a contact, the WBL Administrator or Coordinator will add your company's basic details and contact information. You'll get an email from noreply@xello.world to help you create your login credentials. You'll also receive a link to the login page: login.xello.world. It's a good idea to bookmark this page for easy access in the future.

Your Xello Dashboard



My Profile

Verify or update the information the Administrator entered for you. If you need to update your email address, contact the Administrator, or reach out to our Client Solutions team at help@xello.world.

xello MY PROFILE

First name (required) Last name (required)
Mary Jones

Email address (read only)
maryjones@assuredpartners.com
This email address is used to log in and receive notifications. To change it, please contact help@xello.world.

Account access
Update Password

Phone number
(23) 123-1234

Job title
Human Resources Coordinator

Company
AssuredPartners

Company profile

This is your opportunity to make your company profile stand out! Add your logo for immediate impact. Enter a description to tell the story of your company, explain what you're offering, and let students and educators know what you are looking for.

xello AssuredPartners

Company name (required)
AssuredPartners

Website
https://www.apwebsite.com/

Company size
51-200 employees

Description ⓘ
Although AssuredPartners is ranked as one of the largest independent insurance agencies, it is our ranking with each individual customer that matters most. When you work with us, you can be sure that we will deliver on this customer-focused promise.
The AssuredPartners promises to:
• Conduct business in an honest and ethical manner

You can also add career profiles to this page. This will help students understand the different roles people play in your organization. There are over 600 career profiles in Xello. These pages give students information about careers, such as:

- Working conditions
- Responsibilities
- How to get started
- Pathways that could lead to the career
- Future prospects

xello AssuredPartners

Careers

Search for careers and add to company

Account Manager Remove

Human Resources Specialist Remove

Insurance Agent Remove

Insurance Claims Adjuster Remove

Insurance Underwriter Remove

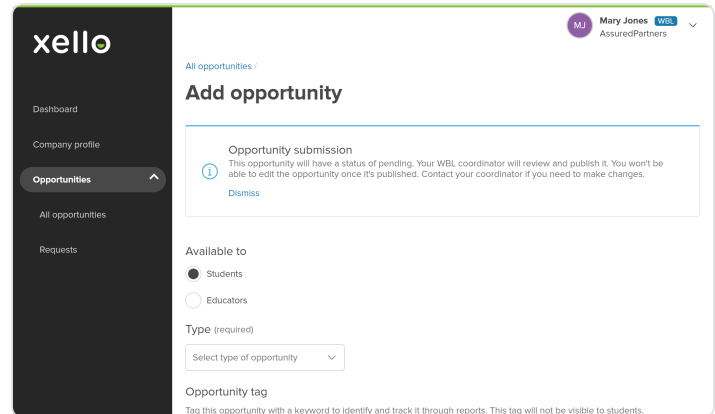
Sales Representative Remove

All opportunities

View all the opportunities your business offers and add new ones as they become available. Make sure to include the name and type of opportunity, along with where it is and what it pays. Once you add an opportunity, the Administrator or Coordinator will review and publish it for students and educators to check out.



Note: If you need to change the opportunity, such as updating the availability status, contact the WBL Administrator or Coordinator.



Requests

Check out which students have asked to join your opportunities and the status of their requests. Click on their name to view their profile. If they've been hired, use their profile to upload relevant documents such as:

- Timesheets
- Work and safety logs
- Weekly training outcomes

You can also change a student's status for them. Select the checkbox next to their name and click **Change status**. It's a good idea to check in with your WBL team to confirm best practice when updating a student's status.

