Learn How to Register as a New Employer and Post a Job
Click on “Click here to Register!” and follow the directions on that page to begin the registration process.

Employer Registration – New Users

Click, “Click here to register!”
Employer Registration – New Users

Type in your organization name to see if your company is already registered. As you type the system will search for your words and show you a list of matching organizations.

Find Your Organization:

Enter your organization name in the space above and click “Can’t Find Your Organization?”
Once your organization name has appeared, click on the box to the left of the organization name to select it and then select continue.

Check the box and then click Continue.
If your organization name did not appear and no records were found, click “Can’t Find Your Organization.”

Since there were no results, click “Can’t Find your Organization.”
Enter the employer information as well as the contact information into the fields. A field marked with an asterisk are require fields.

This is a required field.
Employer Registrations – New Users

Once you have completed entering all of the information click on “Register” at the top or bottom of the screen.

Click Register to submit your profile for approval.
Employer Registrations – New Users

Once you have clicked “Register” your profile will go into a pending status and will take up to 24 hours for approval. Currently, you have access to your profile information and posting jobs.

Hover over the options on the menu bar to make a selection.
You can post a job before you profile is approved, simply hover over “My Jobs” and select “New Job.”
Employer Registrations – New Users

To post your job fill in the information into the fields below. A field marked with an Asterisk is a required field.

These are required fields.
Once you have finished filling in the job posting, click “SAVE” at the bottom of the screen.

Employer Registrations – New Users

Click SAVE to submit your job posting for approval.
To view your job, click on “My Jobs” on the menu bar and select “Job List.”

Your account currently contains the following job postings:

- **Enter a new job listing** - click New Job on the sub-menu bar above.
- **Edit or close your job listing(s)** - click the Job ID of the posting you wish to change.
- **Sort the list of jobs** - click on any column heading.
- **View students applying for a posting** - click the highlighted R in the Activity column. If no students have yet applied for the job, the R will not be highlighted.
- **Report hiring a student/graduate** - click the P in the Activity column. The P is highlighted when a student has been hired for the posting.

<table>
<thead>
<tr>
<th>1 Jobs</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Job ID</strong></td>
<td><strong>Job Title</strong></td>
<td><strong>Applicant Type</strong></td>
<td><strong>Status</strong></td>
<td><strong>Activity</strong></td>
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<tr>
<td>1286</td>
<td>Marketing Specialist</td>
<td>Full-time/Part-time</td>
<td>Pending</td>
<td>P R</td>
<td></td>
</tr>
</tbody>
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Work within the marketing department creating new advertising campaigns for the Mickey Mouse hat.
Employer Registrations – New Users

• Once your profile and job(s) have been approved by the administrator you will receive a confirmation e-mail.

• When your job reaches its expiration date, you will receive an e-mail reminding you that your job has expired.

• If you wish to change characteristics of the job log back into the system to make the changes.