MyCareer Job Postings

Before creating an account or submitting a job posting, please take a moment to read through our Employer Terms and Conditions, available on our website.

Step 1: Set up an employer account
1) Access our online MyCareer registration form or navigate to MyCareer from the Career Services website
2) Fill in all necessary information (fields with a * are mandatory) and select 'Continue.'
3) You will receive an email from qocr@queensu.ca thanking you for your registration. All new registrations are manually reviewed. You will be notified by email within 2 business days if your account request has been approved or declined.
4) Once your account has been approved, you can proceed to post a job.

Step 2: Post a job
1) Access MyCareer directly or navigate to MyCareer from the Career Services website
2) Login using your full email address and password.
3) Post a Job
   a) To Post a New Job, select the blue 'Post a Job' button at the top of the dashboard page.
      - Select where you would like to post a job (typically Regular Job Postings)
      - Read and accept the Terms and Conditions
      - Fill in all required information for your job posting, including what application materials students should submit.
      - Select the blue 'Submit Posting for Approval' button.
      - You will be directed to a checkout page where you can select whether you would like to pay to upgrade your posting to a 'featured posting', which would highlight your job posting on the home page of MyCareer for student accounts. Make your selection and continue with checkout.
   b) To Repost an Existing Job, select the 'Job Postings' tab at the top of the dashboard page.
      - Find the position you wish to repost and select the blue 'Re-post' button.
      - Select Repost and Edit posting.
      - Select the term you are posting to and the new application deadline.
      - Carefully review the posting and update information as required.
      - Select 'Submit Posting for Approval' at the bottom of the page.
4) Your job posting has been submitted for processing. All job postings are manually reviewed. You will be notified by email if your job has been posted or declined. Please note that this may take 1 to 2 business days.