

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 for PDF download at <http://careers.queensu.ca/employers-recruiters>.

Step 1: Set up an employer account

- 1) From the [Career Services website](#), click on the Employers/Recruiters tab along the top
- 2) Click on the MyCareer Login link which is on the right hand side of the page under the heading Quick Access
- 3) Click on LOGIN NOW button to continue to MyCareer
- 4) Select the Employers & Educators tab at the top
- 5) Select the Employer Registration tab along the left side of the screen
- 6) Fill in all necessary information and Submit Registration
- 7) You will receive an email thanking you for your registration. Confirmation of your registration will arrive in 1-2 business days to the same email address.

Once your account has been approved, you can proceed to...

Step 2: Post a job

- 1) From the [MyCareer website](#), select the Employers & Educators tab at the top
- 2) Login in using your full email address and password
- 3) Click on 'General Job Postings' from the left hand side menu
 - a) **To Post a New Job**, click the blue 'Post a New Job' button at the top of the page.
 - Select where you would like to post a job
 - Read and accept the terms and conditions
 - Fill in all required information for your job posting
 - Submit posting for approval. You will be directed to a checkout page where you can select whether you would like to pay to have your posting featured. Make your selection and continue with checkout.
 - b) **To Repost an Existing Job**, click the blue 'Repost a Job' button at the top of the page.
 - From the tab 'All Job Postings,' locate the position you wish to renew and click the blue 'Repost' button on the right
 - Update any information as required and click 'Submit Posting for Approval.'
- 4) Your job posting has been submitted for processing. You will be notified by email once this is complete. Please note that this may take 1 to 2 business days.