



CREATING AN ACCOUNT AS AN OFF-CAMPUS EMPLOYER

Go to the [HSU Career Services job portal](#)

Click Employers > Create Account

Complete and submit your Employer Registration. Once your registration has been approved, you will receive an email with a link to activate your account.

TIP: Make the username generic for your company so that it can be shared with others at the company who may post jobs.

POSTING OPEN POSITIONS

Sign in with User ID and Password.

Click "Post, Edit, Repost, or Expire Job Postings."

Click "Post a Job," and fill out the form and job details.

Click "Save Job Posting."

Once the position is filled, log back in and expire the job posting.

TIPS:

SUBMISSION DEADLINE: The job posting will expire after this date unless you renew it.

TYPE OF JOB: Select all that apply. For example, if the position is a part-time internship, you would select BOTH "Part-Time" and "Internship."

SALARY: Generally, entering a pay range tends to increase the likelihood of applications.

APPLICATION INSTRUCTIONS: If you didn't include a link to an online application, how do you want students to apply for the position? Should they just email you their resume?



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