



CREATING AN ACCOUNT AS AN ON-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: For *Company Name*, please enter "Hardin -Simmons University - (department name)." For the *Username*, make a generic one that anyone in your department could use to 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 change it.

TYPE OF JOB: Select all that apply. For a general student worker, you would select Work Study, Part-Time, AND Student Employment.

APPLICATION INSTRUCTIONS: Indicate if you would like students to simply email you their resume or do something different to apply.



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