

Posting a Job on the Schulich Alumni Online Community

Login or create your account at www.schulichalumniconnect.com

Once logged in, open the “Jobs” tab on the left hand navigation and open “Post a Job”

Fill out the required job information (marked *.) Ensure **Company, Title, Job Description, Post Date, End Date** and **how you would like candidates to apply** are all filled in. A PDF with more information can be included if available

Candidates may apply by email (your profile email will be the default address, you may change this) or through a website of your choosing.

Select “Post” to make your Job Posting available to the Community

The screenshot shows the 'Post a Job' interface on the Schulich Alumni Online Community. The left sidebar contains navigation options: Newsfeed, Directory, Mentoring, Jobs (with a sub-menu for Job Board and Post a Job), Photos, Groups, and Events. Below the sidebar is an 'Admin view' button and contact information for the Schulich School of Business. The main form area is titled 'Post a Job' and includes the following fields:

- Company** (required, highlighted in green)
- Title** (required, highlighted in green)
- Location**
- Employment type** (dropdown menu)
- Recruiter job ID**
- Job function** (dropdown menu)
- Industry** (dropdown menu)
- Company website** (link to the specific job opening below)
- Job description** (rich text editor with a toolbar and a 'Max 8000 characters' limit)
- Post date** (03/31/2020, highlighted in green)
- End date** (06/30/2020, highlighted in green)
- UPLOAD PDF** (button)
- Please select how you would like candidates to apply** (dropdown menu)
- Email** (selected)
- Through your site**
- Email *** (rsimpson@schulich.yorku.ca, highlighted in green)
- Additional email** (empty field)
- POST** (button) and **CANCEL** (button)