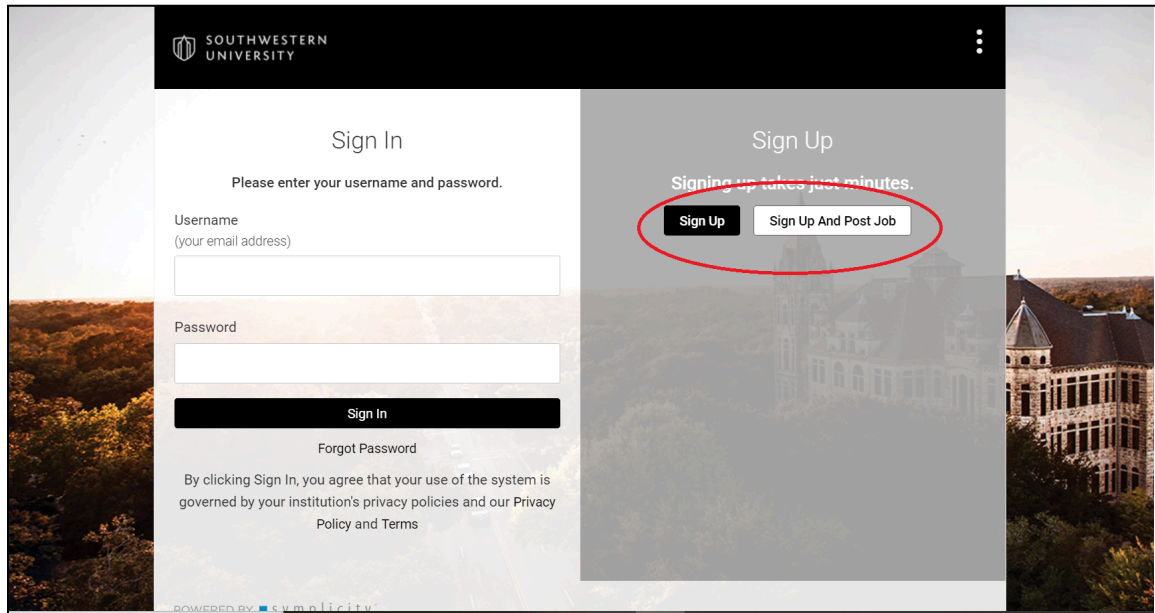


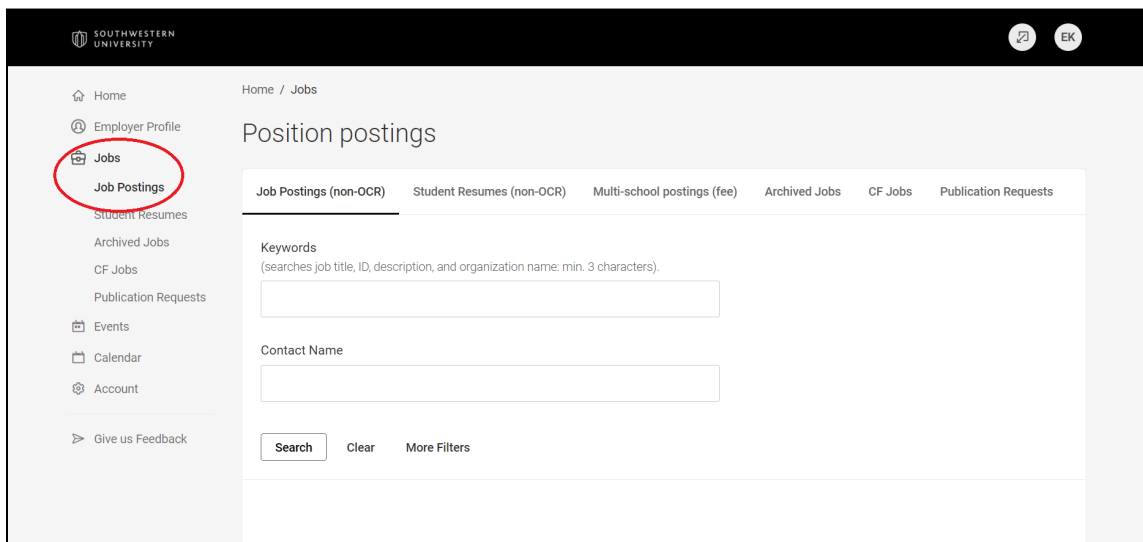
Creating an Employer Account in HireSU

1. Go to the [HireSU page](#) on the Southwestern website and click “Employer Login”
2. Either select “Sign Up” or “Sign Up and Post Job” on the right side of the screen. You may want to bookmark this page so that you can login here once your account has been created.



The screenshot shows the HireSU login and registration interface. On the left, the 'Sign In' section prompts users to enter their username (email address) and password, with a 'Sign In' button and a 'Forgot Password' link. On the right, the 'Sign Up' section states 'Signing up takes just minutes.' and features two buttons: 'Sign Up' and 'Sign Up And Post Job', both of which are circled in red. The Southwestern University logo is in the top left corner.

3. Continue to fill out Company information and your information. Please include as much information about your organization as possible including a business address as well as a business email address. This will help us process your request more quickly.
4. Once you have submitted your information please allow for at least 1-2 business days to process your request.
5. To post a job in HireSU you will click the “Jobs” tab on the left hand side of your homescreen. Scroll down on this page and click “Post a Job.”



The screenshot displays the 'Jobs' section of the HireSU interface. The left sidebar contains a menu with 'Jobs' highlighted by a red circle, along with other options like 'Home', 'Employer Profile', 'Student Resumes', 'Archived Jobs', 'CF Jobs', 'Publication Requests', 'Events', 'Calendar', 'Account', and 'Give us Feedback'. The main content area is titled 'Position postings' and includes tabs for 'Job Postings (non-OCR)', 'Student Resumes (non-OCR)', 'Multi-school postings (fee)', 'Archived Jobs', 'CF Jobs', and 'Publication Requests'. Below these tabs are input fields for 'Keywords' (with a search hint) and 'Contact Name', followed by 'Search', 'Clear', and 'More Filters' buttons.

6. There will be a pop-up that asks where you would like to post your job. Click "This School Only" to post to HireSU.
7. Complete the requested job information with as much detail as possible. Please allow for 1-2 business days to review your jobs and approve for students to view. Once approved students will be able to view and apply for your position. Choose position type as "Community Service/Volunteer" or "Internship".