How to Post a Position

1. Log into the Job Portal by going to the Indiana University School of Public Health-Bloomington Careers and Internships Webpage for Job and Internship Postings (http://www.publichealth.indiana.edu/careers/jobportal.shtml) and click ‘Employers’.

2. If you are not registered as an employer please click the ‘Click here to register’ link below the login button. If you are already registered, then sign in with your username and password and skip to step 4.

3. Once you have clicked the ‘Click here to register’ link you will need to follow the prompts to create an account. Please make sure that you search for your company first before registering for another account. If your organization already has an existing account, you will just need to add yourself as a contact under that existing account.
4. Once you have registered and/or signed in, you will arrive at the main Job Portal page.

5. To create a new job posting, hover over ‘My Jobs’ on the top menu bar and select ‘New Job’ from the drop down menu. Please review our posting guidelines and recruiting policies.

6. Fill-in all of the necessary position information (denoted by the * symbol). Click ‘Save’ to submit your posting. Once you have submitted the posting, the IU School of Public Health-Bloomington Career Services Office will be alerted to review your posting request prior to approval.

7. You will receive an e-mail informing you if your posting has been approved. At that point the posting is visible to students on the Job and Internship Board.
Reporting a Hire

8. If you hire an IU candidate, please report the hire by returning to the main Job Portal page. From there you will click ‘Report Hire’ located on the left side of the screen.

9. To search for the new employee, fill in their first and last name before clicking ‘Search’. Select the student you have hired from the search results.

10. Please fill out the requested information before clicking ‘Finish’. This will submit the placement to our office.