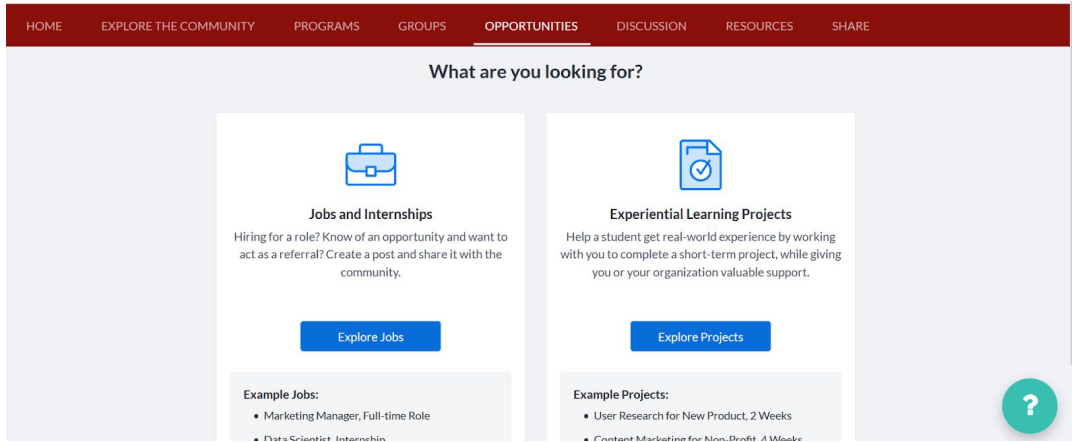
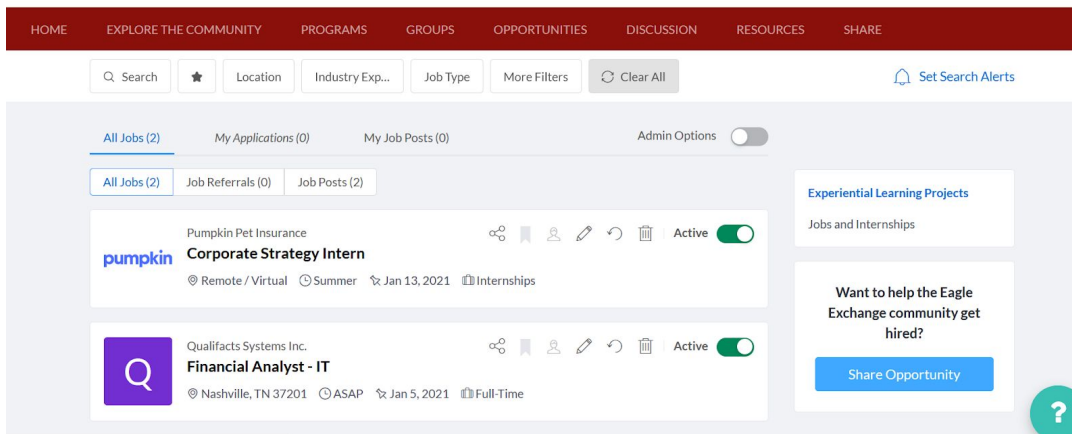


Posting a job position or referral:

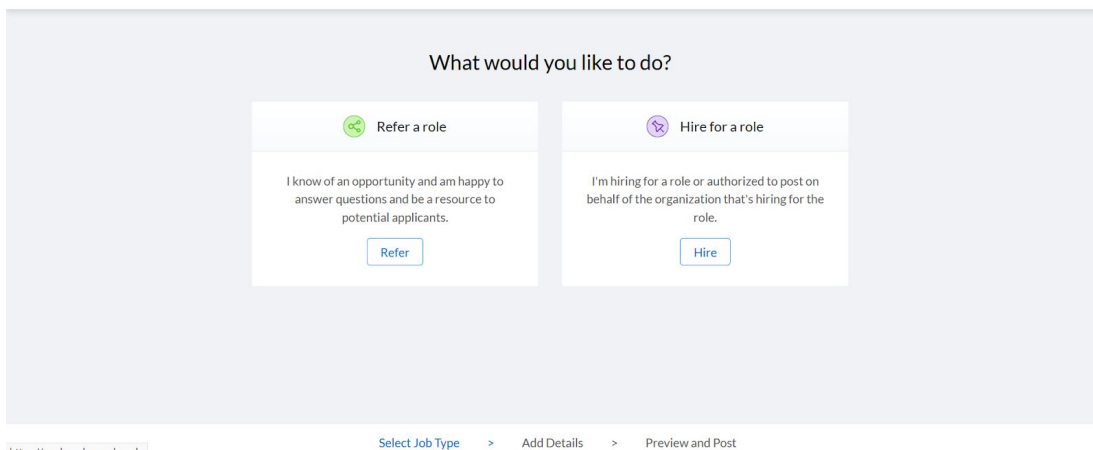
1. Once you login to Eagle Exchange, click OPPORTUNITIES on the top menu.
2. Select EXPLORE JOBS.



3. Click the blue Share Opportunity button on the right side of your screen.



4. When you start creating a job, you will be prompted to choose if you want to **refer a role** or create a job post to **hire for a role**.



5. Add a job description, additional details, and an application deadline.

Job Basics

* Job Title/Role:

* Location: or Remote/Virtual:

* Job Description:

Job Description

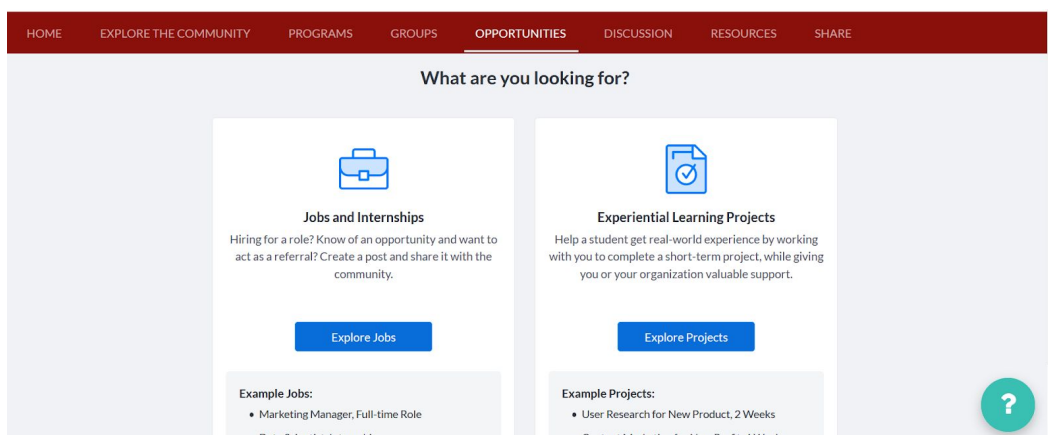
Tip ✕
Type in some search terms - we'll try to find this role online and pull in as much information as we can.

Select Job Type > Add Details > Preview and Post

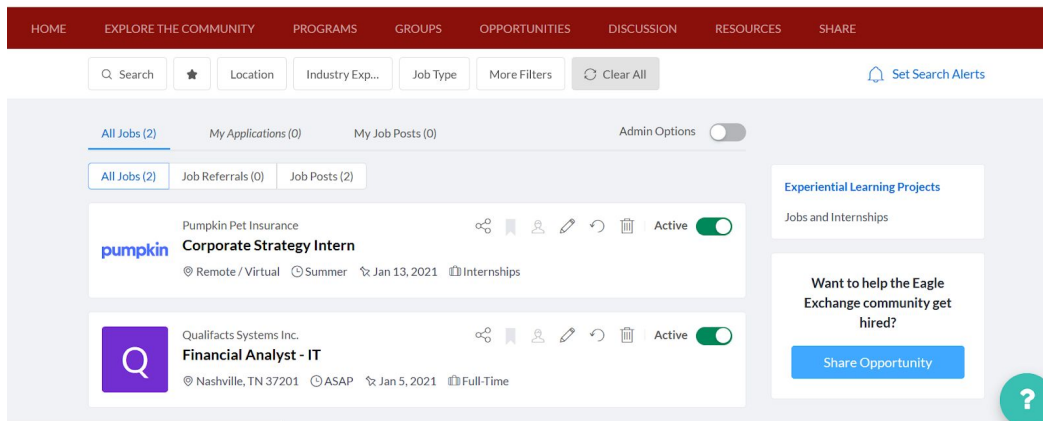
6. Stay tuned for the posting to be approved by an Alumni Relations staff member.
7. Once a job is live on the Eagle Exchange Alumni Job Board, you'll be able to view applicants, edit the post, adjust the expiration date, or delete it.

Browsing through jobs:

1. Once you login to Eagle Exchange, click OPPORTUNITIES on the top menu.
2. Select EXPLORE JOBS.



3. Browse jobs using filters and the search bar.



4. You can save searches and receive alerts when new opportunities are posted that match your criteria!
5. It is best to have your Eagle Exchange profile set up and filled in before applying.
6. When you've found a job that interests you, it just takes a couple of clicks to apply!
7. Once you apply, the alum who shared the job will have received your application and will contact you through the platform if interested.