## Posting a job position or referral:

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

HOME	EXPLORE THE COMMU	JNITY PROGRAMS	GROUPS O	PPORTUNITIES	DISCUSSION	RESOURCES	SHARE				
What are you looking for?											
		Jobs and Int Hiring for a role? Know of an act as a referral? Create a p commu Explore	ernships opportunity and want ost and share it with th nity.	to Helpa ie with yo y	Experiential Lea student get real-wor u to complete a short ou or your organizati Explore F	rning Projects Id experience by work term project, while g on valuable support.	king jiving				
		Example Jobs:     Marketing Manager, Full     Data Scientist Internehi	-time Role	Exar	nple Projects: Jser Research for New Content Marketing for J	Product, 2 Weeks			?		

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

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	Q Search	+ Location	Industry Exp	Job Type	More Filters	O c	lear All		☐ Set Search Alerts	5
	All Jobs (2)	My Applications	5 (O) My Jo	ob Posts (0)			Admin Options			
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	pumpkin	Pumpkin Pet Insurance Corporate Strategy Intern			~ ~	00	Active		Jobs and Internships	
		◎ Remote / Virtual	⊙Summer 🏷 Ja	an 13, 2021 🗊	D Internships				Want to help the Eagle	
		Qualifacts Systems I Financial Analy	ualifacts Systems Inc. inancial Analyst - IT		~~ 🛛 2	% <u>                                    </u>			hired?	
	Q	Nashville, TN 372	201 ⊙ASAP 🕅	Jan 5, 2021 🕮 I	I Full-Time				Share Opportunity	

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.* 

What would	What would you like to do?					
Refer a role	() Hire for a role					
I know of an opportunity and am happy to answer questions and be a resource to potential applicants. Refer	I'm hiring for a role or authorized to post on behalf of the organization that's hiring for the role. Hire					

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

Job Basics	© Tip ×	
* Job Title/Role :	Search or type in a role	Type in some search terms - we'll try to find this role online and pull in as much information as we can.
* Location :	Location (©) or Remote/Virtual:	
* Job Description :	% B I U ⊟ Ξ Ξ Ξ	
	Job Description	

- 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.

HOME	EXPLORE THE COMMU	INITY PROGRAMS	GROUPS OPPOR	TUNITIES D	DISCUSSION	RESOURCES	SHARE				
What are you looking for?											
		Jobs and Int Hiring for a role? Know of an act as a referral? Create a p commu	ernships opportunity and want to ost and share it with the nity.	Ex Help a stud with you to c you or	cperiential Learn ent get real-world complete a short-t r your organization Explore Pro	ning Projects I experience by workk :erm project, while gir n valuable support.	ing				
		Example Jobs: • Marketing Manager, Full • Data Scientict Internebi	-time Role	Example I • User F	Projects: Research for New Pr	roduct, 2 Weeks		?			

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.