

How to Post a Co-op on HireUC

Please note that **BUSINESS MAJORS ONLY** will be able to apply for co-ops posted on HIREUC.

- 1.) Go to www.HireUC.com.
- 2.) Click the **Employer Login** and sign in using your credentials.
 - a. If you have not yet created a login, please select **Click here to register, Find Your Organization**, click **Continue** and complete the **Contact Information** section.
 - b. If you are unable to find your organization, select **Can't Find Your Organization** and complete both the Employer Information and Contact Information Section.

The screenshot shows the HireUC website for the University of Cincinnati. The browser address bar displays www.uc.edu/career/hireuc.html. The navigation bar includes links for UC Home, Visit UC, Support UC, Directories, and UC Tools. The main content area features the HireUC logo and the text "Student and Employer Login". To the right of this text are three links: "STUDENT LOGIN", "EMPLOYER LOGIN" (which is circled in yellow), and "NEW EMPLOYER REGISTRATION". Below the main content are two columns: "Employers" and "Students". The "Employers" section includes a description of the service and a list of actions such as "Post Full-time, Part-time Jobs and Internships", "Schedule On-Campus Interviews", "Request Information Sessions", "Request Resumes of Qualified Candidates", and "Register to Attend Career Fairs and Events". The "Students" section includes a description of the requirements and a list of actions such as "Search for Full-time, Part-time Jobs and Internships", "Sign up for On-Campus Interviews", "Create Job Agent Emails for New Job Posting Alerts", "View and Register for Career Fairs and Events", and "View and Register for Information Sessions".

3.) Hover over the **My Jobs** tab and click **New Job**.

The screenshot shows the HireUC website interface. At the top, there is a navigation bar with the following tabs: Home, My Profile, Student Search, My Jobs (circled in yellow), On-Campus Interview Schedules, Career Events, and Sign Out. Below the navigation bar, there is a sidebar on the left with icons for Calendar, Resource Library, I want to..., and Report a Hire. The main content area features a welcome message: "Welcome, Employer Name. To navigate the system use the menu items above." Below this, there are three sections: "Announcements" (No current announcements found), "Task List" (No tasks available at this time), and "Upcoming Events" (No Events for the Next Week, with a link to view all calendar events). The footer contains contact information for the Career Development Center, Lindner College of Business Career Services, and UC Clermont College Career Services.

This screenshot shows the same HireUC website interface as the previous one, but with the "My Jobs" dropdown menu open. The "New Job" option is highlighted in blue. The rest of the page content, including the navigation bar, sidebar, and main content area, remains the same.

- 4.) Enter your job posting information in the Position Information section. All signs marked with an asterisk (*) are required.

https://www.myinterfase.com/uc/employer_newjob.aspx?clear=1

UNIVERSITY OF CINCINNATI
HireUC

Career Development Center
140 University Pavilion
Cincinnati, OH 45221-0104
513-556-3471
cdc@uc.edu

Lindner College of Business
Career Services
Lindner Hall, Rm 607
2925 Campus Green Drive
Cincinnati, OH 45221-0020
513-556-5147
lindnercareerservices@uc.edu

UC Clermont College Career Services
Peterson-Jones Building, Rm 105
4200 Clermont College Drive
Batavia, OH 45103
513-732-5277
clermontcareerservices@uc.edu

UC Blue /
Flory Cent
9555 Phair
Blue Ash,
513-745-1
carecent

My Profile Student Search My Jobs On-Campus Interview Schedules Career Events Sign Out

Save Cancel

Enter your job posting information. All fields marked with an * are required.
Once you have completed entering your information click **Save**.
Carefully review the following fields in the posting information section:

- **Post Date** - enter the date you wish this job posting to be available to applicants.
- **Expire Date** - enter the date you wish this job posting to stop being available to applicants. If there is no deadline to apply, you may leave the field blank.
- **Show Contact Information** - allows applicants to view your Contact Information (Yes or No).
- **Allow Student Self-Referral** - allows applicants to apply for this job posting by submitting their resume directly to you. You will receive an e-mail notification for each submission (Yes or No).

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Position Information

* Job Title:

Job Reference Num :

* Organization Name: Lindner Career Services

* No of Openings:

Work Schedule:

* Hours per Week:

* Wage/Salary:

* Employment Start Date:

Employment End Date:

Supervisor:

* Job Description:

* Qualifications:

- 5.) Carefully review the following fields in the Posting Information section:

- Position Type** – You must choose **Business Co-op** as the Position Type.
- Majors** - Please note that business related majors are now divided into sub-categories. *Please note that BUSINESS MAJORS ONLY will be able to apply for co-ops posted on HIREUC.*
- Post Date** – enter the date you wish this job posting to be available to applicants.
- Expiration Date**- enter the date you wish this job posting to stop being available to students.
- Show Contact Info** - allows applicants to view your Contact Information (Yes or No).
- Allow Applications through HireUC**- allows students to apply for this job posting by submitting their resume directly to you. Please select **YES**.

Posting Information

Job Location City:

Job Location State:
 AL
 AR
 AZ

Job Category:
 Accounting/Auditing
 Actuarial
 Actuary

*Position Type:
 Full-time
 Internships
 Part-time

Minimum GPA:

Work Authorization:
 Permanent Resident
 Canadian Work Authorization
 Employment (H-1) Visa

Graduation Range: **Month** **Year**
 From
Month **Year**
 To

Classification:
 Pre-Junior
 Sophomore
 Junior

Degrees:
 Baccalaureate
 Certificate
 Doctorate

*Majors:
 Finance

Screening Options: Screen by Position Types
 Screen by Minimum GPA
 Screen by Work Authorization
 Screen by Graduation Range
 Screen by Classification
 Screen by Degrees
 Screen by Majors

*Post Date:

Expiration Date:

Show Contact Info:

*Allow Applications through HireUC?

6.) Once you have entered all of the necessary information, click **Save**. The Lindner College of Business will subsequently review the co-op information before posting. Once the co-op is posted, the following timeline will apply.

Semester before co-op:

- Weeks 1-4: Students apply for the co-op positions listed on HireUC.
- Week 4: Lindner Career Services bundles all resumes and sends them to employers at the end of week 4 for first round – students may continue to drop resumes to express interest, and employers can view these resumes in the system at any time.
- Beginning at week 5: Employers can contact students directly to schedule interviews at office location or on UC's campus.
- By week 10-11 (suggested): Offers extended to students
- When employer makes selection of the candidate(s) to fill the position(s), the student will notify Lindner Career Services.
- A member of our staff, Angie Lucas, will reach out to employers to confirm that the student has secured a co-op with the company.

Semester during co-op:

- Employer completes final evaluation about student.
- Employer posts position in HireUC again, if another co-op is needed the next semester.

Should you have any questions during this process, please contact Lindner Career Services Center at cobcarsv@ucmail.uc.edu or 513-556-5147 (Lindner Hall 607).