

Overview

As a career partner, you can use the platform to share job opportunities, monitor responses, and vet candidates. This article also walks you through sign-up.

Set up your account

Setting up your account is quick and easy! Once you do so, you'll be able to share job postings with a great pool of candidates. You have two options when creating your account:

Employer Light

Recommended for non-alumni employer partners

Employer Light is useful for those who simply want to post an open position to the job board. You will not be required to complete a full profile, but you will only have access to the job board section of the site.

How to set up your account:

- Use this [link](#) to access the Employer Light sign up page
- Select sign up with Email
- Fill in your Name, Email, and create a Password
- Select "I'm Joining as an Employer"
- Sign in and post your job

Full-Access

If you are UC Alumni we recommend signing up for this version so you can enjoy all that Bearcats Connect has to offer!

How to set up your account:

- Go to the homepage [here](#)
- Click the "Join Our Community" button
- Select a Signup Method
- Join as "Employer"
- Proceed through the steps to fill out your background info and sign the Code of Conduct

Please kindly wait for an admin to approve your account. You'll receive an email once your account has been approved.

In the meantime, feel free to update and fill out your profile! You can find resources on how to fill out your profile [here](#).

Create Job Posts

Do you know of a great opportunity opening up at your organization that you want to share with your school's community? Or are you a recruiter looking for some amazing candidates?

You can easily share a job or internship opportunity with the community:

- **Post the opportunity:** Just go to the Jobs tab and click "Share Opportunity." (box is on the right) Then you'll be asked to fill out details about your company and the job itself.
- **Two Options**
 - **Refer a Role:** I know of an opportunity and am happy to answer questions and be a resource to potential applicants.
 - **Hire for a Role:** I'm hiring for a role or authorized to post on behalf of the organization that's hiring for the role.
- **Review:** Keep an eye on your inbox for questions or responses from applicants.

For more information on how to post a job opportunity:

- [Learn how to post a job](#)
- [Learn how to update your job posting and view applications](#)