WorkNet Employer Home Page

Submit a BGSU Job Posting

STEP 1
Select “Submit a BGSU Job Posting”

SHORTCUTS
Submit a BGSU Job Posting
Submit an On-Campus Recruiting Visit
Submit an Information Session
Learn the Benefits of a NACElink Account

STEP 2
POSITION TYPE:
When you reach the Position Type section, check Spring EXPO 2018 as well as if your position is a Career (Post-Graduation) or Internship/Co-Op

STEP 3
POSITION TITLE:
When completing the Position Title section, add “Spring EXPO 2018” then the name of the position you’re posting (ie. Spring EXPO 2018 - Marketing Intern - OR - Spring EXPO 2018 - Graphic Designer)

Submit a New Job Posting

Begin to complete all information about the position. Steps 2-7 explain specific instructions for certain sections of the New Job Posting form.
STEP 4

LOCATION:
If the position is nationwide, select “Yes”.
If the position is in one or more locations, select No.
Then, list the primary location. If the position has multiple locations,
select “Add Item” to enter each location thereafter.
Please do not enter multiple cities within the city field as this will
hinder students’ access to your posting.

STEP 5

APPLICATION PROCESS:
For applicant apply option(s), select all that apply based on your organization’s
application process.

E-mail: Select for applicants to email their application materials directly to you.

Accumulate Online: Select for students to apply directly via WorkNet. You can
then view all applicants and submitted materials through your WorkNet account.

Other: Select to describe an alternative application process in detail including
links to external websites. The Career Center suggests that all employers
attending the EXPO include a brief statement in the text box for students and
alumni to visit your table at the fair. (i.e. Please visit our table at the Spring 2018
EXPO Job & Internship Fair on Tuesday, February 6, 2018 from
10:00 am - 3:00 pm in the Perry Field House.)

STEP 6

POSTING START & EXPIRATION DATES:
Select start date as the date you are creating your posting (today’s date).
Select February 7, 2018 (day after fair) as the expiration date. You will
be able to extend this posting at a later date, if desired.

STEP 7

RESTRICT APPLICATIONS:
Select “No” using required fields will limit the number of potential
applicants that can view your posting(s). The Career Center recommends
not to restrict applicants from viewing your posting allowing them to
review it for themselves and apply if they feel qualified.

STEP 8

SUBMIT:
When finished, select “Submit”. Your posting will then be reviewed
and processed by Career Center staff. Once your posting is approved it
will be available for BGSU students and recent alumni to view.