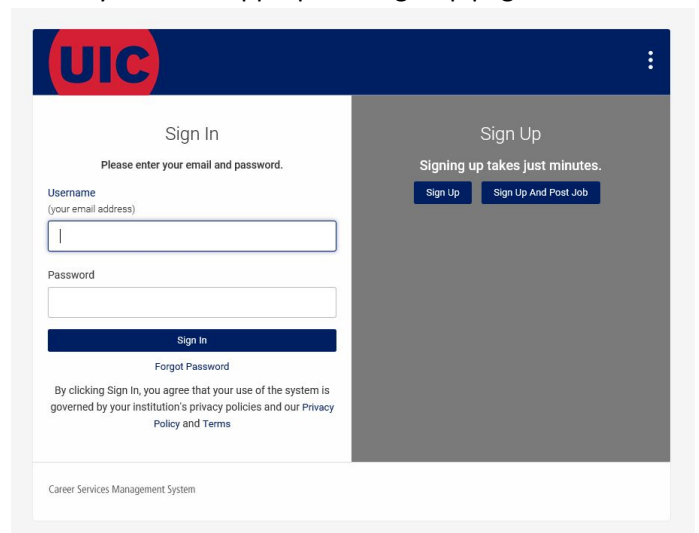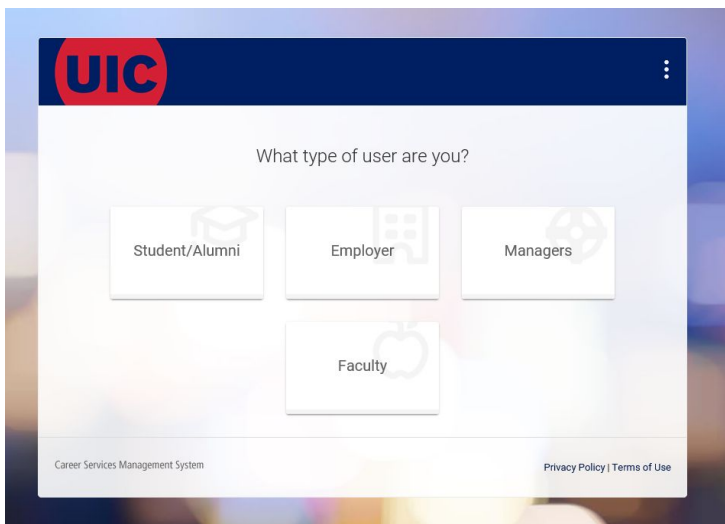# Posting a Job or Internship at UIC

The Engineering Career Center at UIC would be happy to assist you in recruiting UIC students! Before you get started:

- UIC Careers.com, our job search tool powered by Symplicity, is one of the primary ways that students search for jobs and internships as well as schedule advising appointments. We strongly recommend that you register on UICCareers.com and post any open positions that you have.
- If you or someone else in your company already has an account on UICCareers.com, our job search portal for UIC students, you/they are just a few keystrokes away from posting your opening for all 5,000 UIC Engineering students to see!

Please follow these steps to get your job posted:

1. If you don't have an account yet, setting one up is easy. You may create an account by going to www.uiccareers.com and clicking "Employer," which will take you to the appropriate Sign Up page.

2. Click "Sign up and Post Job." You will be asked to fill out some information about your company. THen you will get to post your open position.

Here are a few tips to maximize the number of applicants and views of your post:

1. Select **all appropriate majors** that could be a fit for your job.
2. Select the most specific **Job Function** (e.g. "Mechanical Engineering," rather than just "Engineering" or "Other")
3. Select the appropriate class year(s) or **graduation date(s)** of the students you are seeking
4. Select the **visa status** (e.g. US Citizens, Permanent Residents, Employment Authorization Card and F1 Visa, etc.)
5. Provide a way for students to **apply easily online** rather than mailing or faxing their application.
6. We would be more than happy to promote your jobs/internships to targeted students so that plenty of students may apply to your postings. Once you have posted, please let an ECC rep know and ask us to promote the post.

Thank you for thinking of UIC students! Please let us know if you have any questions.