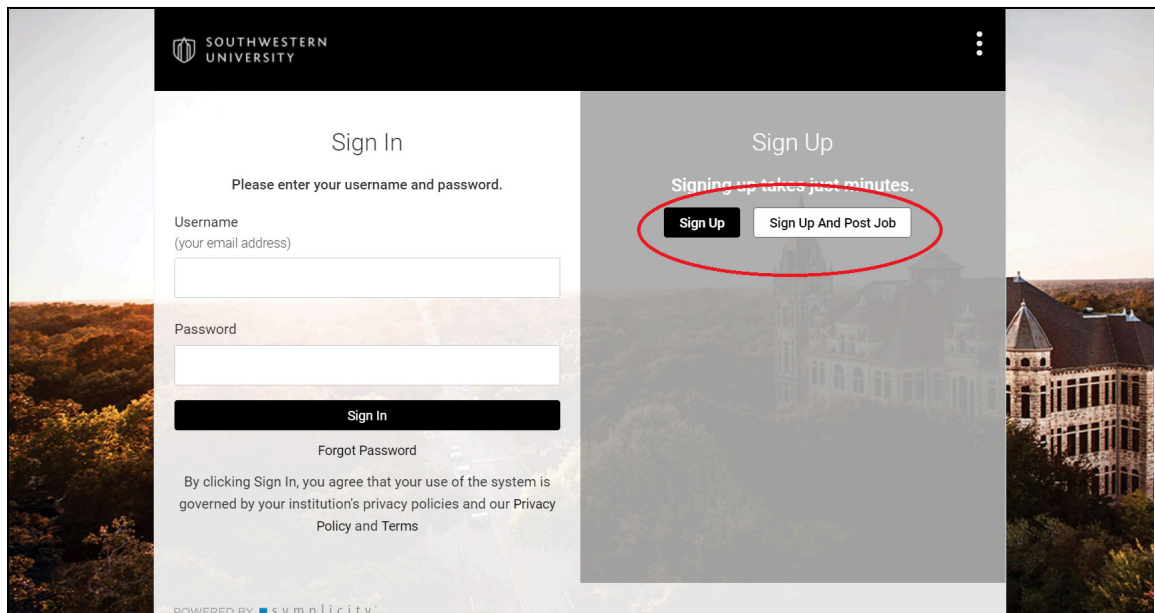


## HireSU Basics for Southwestern Employers

### Creating a Southwestern Employer Account in HireSU

1. Go to the [HireSU page](#) on the Southwestern website and click “Employer Login”
2. Either select “Sign Up” or “Sign Up and Post Job” on the right side of the screen. You may want to bookmark this page so that you can login here once your account has been created.



The screenshot shows the HireSU interface for Southwestern University. On the left is the 'Sign In' section with fields for 'Username (your email address)' and 'Password', a 'Sign In' button, and a 'Forgot Password' link. On the right is the 'Sign Up' section with the text 'Signing up takes just minutes.' and two buttons: 'Sign Up' and 'Sign Up And Post Job'. The 'Sign Up' button is circled in red. The background features a collage of Southwestern University campus images.

3. Continue to fill out organization name (office/department) information and the contact information. Please use the following when filling out the organization name form field: “SU- Department/Office Name” or “Southwestern University- Department/Office Name”  
Examples:

SU-University Relations

Southwestern University- University Relations

SU-Business Office

Southwestern University- Business Office

Please include as much information about your office/department as possible including the title and phone number of the contact. This will help us process your request more quickly.

4. Once you have submitted your information please allow for at least 1-2 business days to process your request.

## Posting a job in HireSU

- To post a job in HireSU you will click the “Jobs” tab on the left hand side of your homescreen. Scroll down on this page and click “Post a Job.”

Southwestern University

Home / Jobs

Position postings

Job Postings (non-OCR) Student Resumes (non-OCR) Multi-school postings (fee) Archived Jobs CF Jobs Publication Requests

Keywords  
(searches job title, ID, description, and organization name: min. 3 characters)

Contact Name

Search Clear More Filters

- There will be a pop-up that asks where you would like to post your job. Click “This School Only” to post to HireSU.
- Complete the requested job information with as much detail as possible. Please allow for 1-2 business days to review your jobs and approve for students to view. Once approved students will be able to view and apply for your position.
- To register for Job Fairs at Southwestern you will click on the “Events” tab, then click “Career Fairs” you will be able to view and sign up for fairs that are accepting registrations on this page

Southwestern University

Home / Events / Internship Connections Fairs

Events

Internship Connections Fairs Publication Requests

1 - 2 of 2 Career Fairs

Options	Career Fairs	Accepting Registrations	Days
Registrations are not being accepted at this time	CANCELLED: Fall 2022 Internship Connections Fair	No	Fall 2022 Internship Connections Fair 10:30 AM - 1:45 PM
<a href="#">View</a> <a href="#">+ Sign Up</a>	Fall 2023 On-Campus and Part-Time Job Fair	Yes	Fall 2023 On-Campus & Part-Time Job Fair 11:30 AM - 1:30 PM

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- Provide as much information about your organization (office/department) and positions that you plan to recruit for as possible. We will review your information to make sure that the fair selected is a good fit for your organization and reach out if we need additional information.