



## for Employers

### Registration & Job Posting Instructions

Part-time & Full-time \* On- & Off-Campus \* Internships & Co-Ops

At the University of North Alabama, Career Planning and Development uses the LionJobs career management system to notify students and graduates of job-related opportunities. This is a free service for students and employers. Employers can register with the system to post full-time jobs, as well as part-time positions both on-and off-campus, internships, and co-ops. Employers can also choose to use LionJobs to manage the receipt of applications.

Visit <http://career.una.edu/LionJobs>.

Click on "FOR EMPLOYERS."

Click on "REGISTER AND POST ON LIONJOBS." (The "Post a Multi-School Job" option incurs fees.)

Complete the requested COMPANY INFORMATION.

Under SERVICES REQUESTED, leave all options checked. (This allows use of all system features.)

Complete the requested CONTACT INFORMATION. Click the "NEXT" button.

Complete the required POSITION INFORMATION.

*Please pay special attention* to the "RESUME RECEIPT" question.

- If you select "E-MAIL," any submitted resumes will be sent to the contact person via email.
- If you select "ACCUMULATE ONLINE," you will need to log-on to LionJobs to view the submitted resumes.
- If you select "OTHER," a text box will appear entitled "HOW TO APPLY" and you can type specific instructions (i.e. mail/fax or deliver in person)

Hold down the Control Key to select multiple options from a drop-down box.

Click the "DONE" button.

**NOTE:** Your account will be activated and your position posted within 1 business day; you will receive an email when activation is complete. If you have any questions, please call Career Planning and Development at 256-765-4276 or email [careerservices@una.edu](mailto:careerservices@una.edu).



CAREER PLANNING AND DEVELOPMENT  
University of NORTH ALABAMA

CAREERS IN THE MAKING