

## **Instructions on how to post a job for a temporary or one-time position:**

If you are looking to post a temporary job (shoveling, gardening, babysitting, etc.), please follow these instructions:

### **Choice 1 - Posting and Managing the Job Yourself:**

First step – set up an account:

1. Go to **Cat Career Tracks**: [www.myinterfase.com/NMU/employer](http://www.myinterfase.com/NMU/employer)
2. Click on “Click Here to Register.”
3. Under “Find Your Organization,” type Private Employer.
4. Check the box next to Private Employer and click “Continue.”
5. Scroll down and fill in your information under “Contact Information” and click “Register.”

Second step – post a job:

1. Click on “My Jobs,” then “New Job.”
2. Enter the job information.
3. Fields with an \* are required information.
4. Fill out as much information as possible to make the job posting complete.
5. In the field, “How to Apply,” enter the procedure in which a potential employee may apply for this position. Click on SAVE to update this information.
6. Your job will be approved through NMU Career Services and then posted for students and alumni to view.
7. You can later log in and go to “My Jobs” and take the position down when you have filled it.

### **Choice 2- Have NMU Career Services post the job for you:**

Send your posting information to NMU Career Services via:

Email – [careers@nmu.edu](mailto:careers@nmu.edu)

FAX – (906) 227-2807