

## Posting new Jobs, Internships, and Other Opportunities

- Click on the “Jobs” tab at the top right corner of the screen.
- Click “Post a Job” and complete the posting form. All required fields are marked with a red \*
- Select how you would like to receive applications in the “Application Process” section at the bottom of the page.
- Specify all required documents.
- Select “Accumulate Online” in addition to email if you would like to be able to track your applications.
- *Note: You may select more than one resume receipt method.*

## Checking Applications

- Log into UICcareers.com.
- If you have forgotten your password, click the “Forgot Password” link.
- Click on the “Jobs” tab at the top of the screen.
- Select your position by clicking on the “Job Title”.
- Select the “Student Resumes (non-OCR)” tab.
- Applications will be listed below.