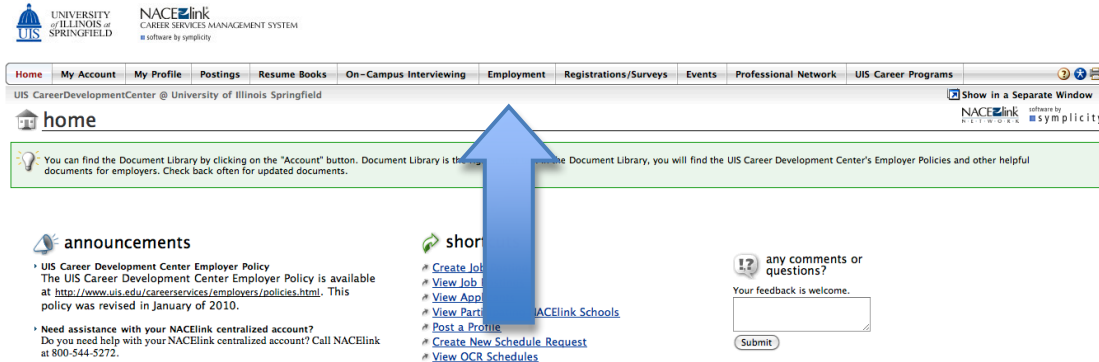


Track Your Hires and Remove the Job Posting

After you have hired a student it is important that add your new hire to your UIS CareerConnect employment list. You'll also want to expire your job posting so that no new students apply for the position. Here's how to do accomplish those tasks.

Track Your Hires

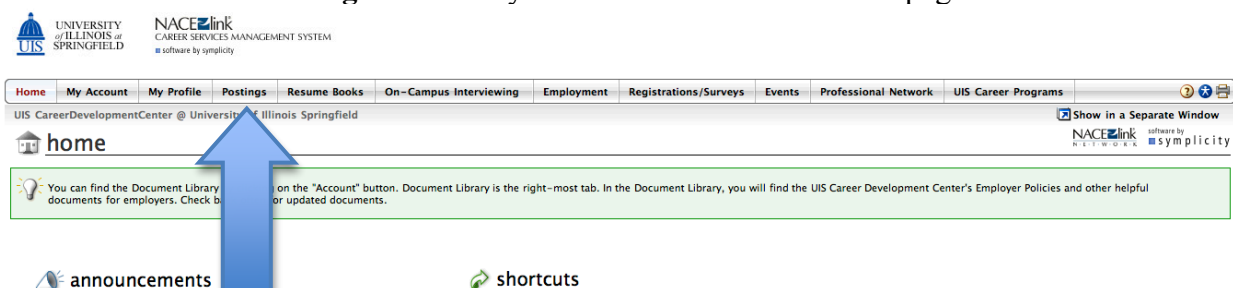
1. Login to UIS CareerConnect using the **UIS CareerConnect Employer Login** button at www.uis.edu/careerservices.
2. Click on the **Employment** button on your UIS CareerConnect homepage.



3. Click **Add New**.
4. Fill in the form:
 - a. **Placement Type:** Select **Student Employment** or **Work Study Employment**.
 - b. **Student Name:** Search for your new student hire. Enter their **last name** in the box labeled **[keyword]**. Click the go button to see a list of students and select your new student hire.
 - c. **Supervisor Name:** Select your name from the available list of supervisors.
 - d. **Job Title:** Enter the job title.
 - e. **Start Date:** Enter the student employee's start date.
 - f. The remaining information is not required, but may be helpful in case you have questions about the terms of employment later on.
5. Click **Submit**.

Remove Your Job Posting

1. Login to UIS CareerConnect using the **UIS CareerConnect Employer Login** button at www.uis.edu/careerservices.
2. Click on the **Postings** button on your UIS CareerConnect homepage.



3. A list showing your active job postings will appear. List.
4. Locate the job you wish to close and click the **Deactivate** button.
5. The job will no longer appear as an active job for students to apply for.