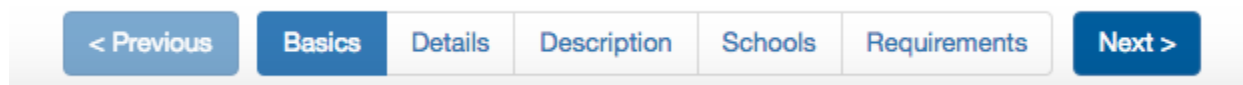


How to post a job at Michigan State University

If your company doesn't have a Handshake profile yet, you'll first need to create one. To learn more, read [How to create a user profile?](#)

1. To post a new job, **select** the **Job Posting** on the left hand navigation then select the **New Job** tab on the top right corner of the screen.
2. Complete all required fields in Basics, Details, Descriptions, Schools & Requirements. You may complete these steps in any order you choose - you do not need to do them sequentially



3. Once you have entered all of your job information, **select** the **Create** button. This brings you to a job summary page where you can review and edit your job posting.

More detailed instructions can be found [HERE](#).

Note: Your posting will be approved within 48 hours. Please contact the Lear Career Services Center by email: lear@broad.msu.edu or by telephone: 517-432-0830 if you have any questions.

[How to post an interview schedule at a school?](#)

[How to register for a career fair?](#)

For all other employer account questions go [HERE](#).