STEP 1 - Create an Account

1. Visit myExperience to access the organization registration form

→ **Note:** If you have worked with SFU Career & Volunteer Services in the past, you may already have an account with us. In that case, please go to the ‘Employers’ drop down button at the top of the page and select ‘Forgot Password’. Follow instructions to reset your password.

2. Fill in all fields including mandatory fields (indicated with a *) under the **Organization**, **Division**, and **User Information** categories.

→ **Division Name** is mandatory – If you do not work in a specific division/department (ex: Career Services) please re type your organization’s name as the Division.

STEP 2 - Post Opportunity

1. Select the Career Tab and click the “Post a Job” button. (for paid or volunteer opportunities)

→ If you are posting a Co-op opportunity please post under the “Experiential Learning” tab

2. Your Company Info from your registration will automatically fill in the “company Info” section of the Job Posting

→ If you do not want your contact information to be displayed select “Clear Contact Info” button at the top of the Company Info section. Then you may fill in only the contact info you would like to be displayed.

Posting Information

Fill out the details of the position in this section. Mandatory Fields are indicated with a *

**Position Type**: 
- Career Employment: Paid Jobs
- Volunteer Opportunity: Unpaid Jobs with community organization/non-profit
- Educational Opportunity: (Exchange, Internship, etc)

**Job Posting Type**: Whether It is a Full or Part Time opportunity
**JOB POSTING GUIDE**

**Duration***: Short Term (Under 3 month/special event) or Long Term (over 3 months)

**Job Title***: Do not include program info (ARTS, KINES etc)

**Description***: Paste job description. Be sure to include the application instructions such as website or email addresses where the application/supporting documents can be sent to. Select the “Link” button in the description tool bar to add a link.

**Solely Commission Based? ***:** Are the employees sole earnings based on sales commission?

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**Application Information**

Fill out the details on how to apply including the Application Deadline*

**Application Procedure***: Indicate how you would like candidates to apply: website, telephone, email, in person or other (you will need to specify in space provided)

**Application Details***: Provide the details based on where candidates should apply (ex: email address or website URL)

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**Payment Information**

1. If you have received a promo code after booking a recruitment service/event with us please enter it int hsi section BEFORE submitting your posting.

   ➔ If you are a registered charity/ non profit, please enter your registration number in this section to receive a 50% off discount

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**Step 3 - Submit Posting**

Postings will be reviewed within 2 business days for approval

You will receive an email once posting is approved

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STILL NEED HELP?
Contact Career & Volunteer Services
778.782.3106
Email: career_services@sfu.ca

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