HOW TO CREATE A JOB LISTING

1. Sign into your UNO Career Connect account

2. You have two options:
   
a. Option #1: Go to “SHORTCUTS” on the right-hand side of the page and select “Create Job Posting”

b. Option #2: Select “Jobs and Internships”

   ![Job postings interface]

   c. Click “Add New” and fill out the required fields, indicated by an * on the “Job Posting” form.

   ![Search form with no records found]

   d. After you complete the form, the staff at UNO ACDC will review the job posting and “activate” your position within 1 business day.