

# How to Post a Job to Students and Graduates in the Fleming Employment Hub

The Fleming Employment Hub, powered by Magnet, provides employers with an opportunity to post their jobs and receive applications from Fleming students and graduates.

At any point in your job posting process, Employment Advisors are available to help you through our live chat on [www.flemingemploymenthub.ca](http://www.flemingemploymenthub.ca).

## STEP 1: Login

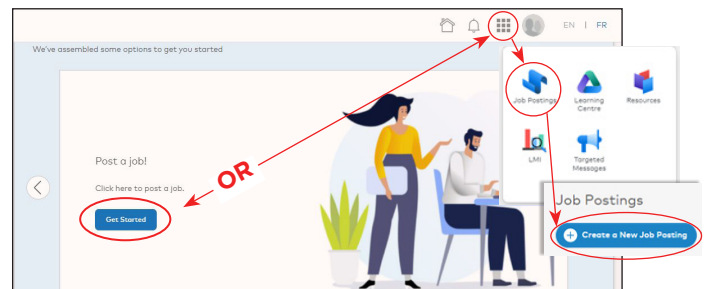
Login to your Employer account from [www.flemingcollegecareerservices.ca](http://www.flemingcollegecareerservices.ca) and click on the Employer tab. (Optional: Bookmark this page.) Then, under the Post a Job heading, click on the 'Login' button if you already have an account or the 'Create an Account' button if you need to create an account. (See instructions: 'How to Create a Free Employer Account'.)

## STEP 2: Create a Job Posting

Click the arrow to the left or right of the illustration until you see the 'Post A Job' image. Click on the 'Get Started' button.

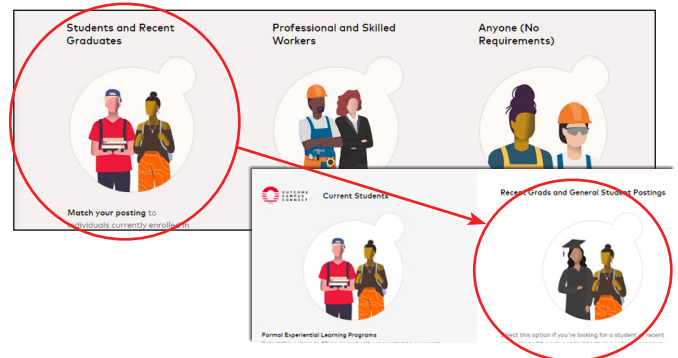
—OR—

At the top left corner of the screen, click on the App Drawer (waffle icon) and select 'Job Postings'. Next, click on the button that says 'Create a new job posting'.



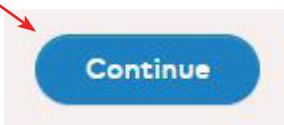
## STEP 3: Who are you looking to hire?

Answer the question "Who are you looking to hire?" by selecting 'Students and Recent Graduates', then click 'Recent Graduates and General Students'.



## STEP 4: Complete New Job Posting Fields

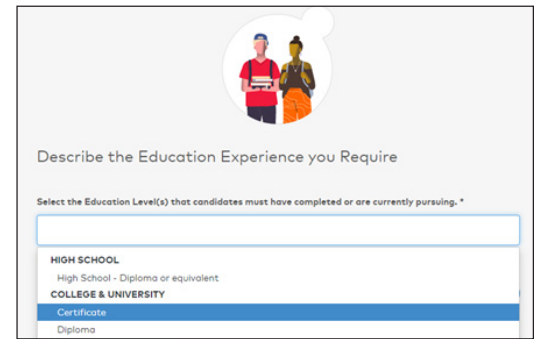
Fill in the required fields on the job posting form, then click the blue 'Continue' button.



For help with one or more fields within any section, see the FAQs page.

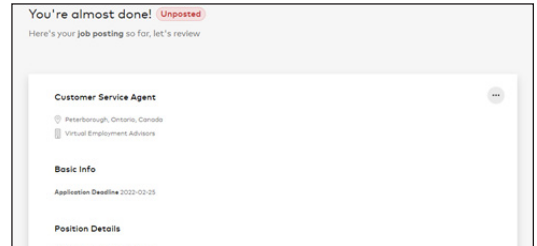
## STEP 5: Complete Education Requirements

Using the drop-down menu, select the education level that you would like candidates to have. You can select more than one drop-down option. When you are done selecting the education levels, click 'Continue'. Then, continue filling in the education requirement fields and click 'Continue' when you are done.



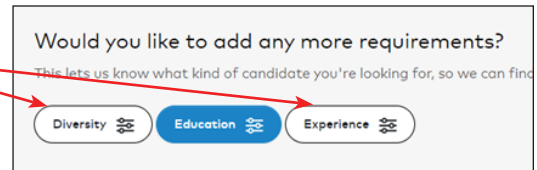
## STEP 6: Review Your Job Posting

Review the details of your job posting. To edit any section, click on the three dots located at the top right corner of the job posting (across from the job title). When you are done reviewing your information and get to the question 'Would you like to add any more requirements?', continue to STEP 7.



## STEP 7: Add Requirements

Under the question 'Would you like to add any more requirements?' there are options to include diversity and experience details on your job posting.




IF you would like to target your posting to individuals who have self-declared as belonging to a particular diversity group, click on the 'Diversity' button, then read the 'Diversity Target Group' terms and click 'Agree'. Using the dropdown menu, select the diversity requirements that you would like candidates to belong to and click 'Continue'. You may select more than one option.

IF you would like to add experience requirements to your job posting, click on the 'Experience' button to complete the required fields. You may select more than one option. When you are done, click 'Continue'

## STEP 8: Where Your Posting Will Go

Under the heading 'Here's where your posting is going', fill in the required fields. Under 'Post directly to schools through Outcome Campus Connect', select 'Fleming College'. You may select as many post-secondary institutions as you would like; for jobs in Peterborough, you may want to include Trent University.



As you complete the fields in this section, you will see a real-time view of the size of your estimated audience within the Fleming Employment Hub (via Magnet) and its partner networks.

## STEP 9: Review and Post

When you are satisfied with your posting, click the 'Activate this Job Posting' button. **Congratulations, you have posted your job!**

