Post Positions on Viking CareerLink

2. Select, “Employer/Recruiter.”

3. Enter in username (email address) and password.

⇒ Having problems with your username and password? Call 360.3650.2944
4. Select, “Create Job Posting.”

5. Complete the, “Position Information”.

Suggested information to include in Viking CareerLink job postings: Position type, job title, job description (expected duties & responsibilities), job function, how to apply (check other, fill-in section with application instructions), posting expiration date/application deadline, qualifications, desired WWU major(s), salary, location (city, state), attach job announcement.

Position Information

NOTE re: part-time student employment opportunities
Job opportunities that are part-time and/or intended for students while in school should be posted through Western’s Student Employment Center at http://www.nacelink.net/wwu/studentjobs/
Title:

Job Description:

Job Function:

How to Apply:
To apply online email resume and cover letter to _______@______.com

Resume Receipt:
Choose how you would like to receive student resumes.
☐ E-mail ☐ Accumulate Online ☐ Other (enter below)

Posting Date:
(Job announcement will be posted on this date.)

Expiration Date (please see NOTE):
NOTE: The default deadline in our system is 11:59pm for any given date. If your position has a different deadline time on the selected due date, please make that information very obvious in your posting. (Job announcement will be removed on this date.)

Qualifications:

Desired Major(s):
Use the menu below to select major(s).

Salary Level: