HOW TO POST WORK STUDY POSITIONS IN EAGLE CAREERNET

MOREHEAD STATE UNIVERSITY
CAREER SERVICES

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If posting for the first time, follow these instructions to create an Eagle CareerNet Employer Account
1. Go to https://www.moreheadstate.edu/careernet
2. Click the "Employer Login" arrow under "Are you an Employer, Organization, or Graduate School Recruiter?".
3. On the right side of the page, click "Register for an Employer Eagle CareerNet Account"
4. Under the "Sign Up" tab, fill out all of the required fields.
5. Click "Submit" at the bottom of the page.
6. Once approved, you will receive an email at the address you provided.
7. In the email you received, click the "Set Your Password" link and create your password. This will finish creating your account.

Follow these instructions to login to your Eagle CareerNet Account
1. Go to https://www.moreheadstate.edu/careernet
2. Click the "Employer Login" arrow under "Are you an Employer, Organization, or Graduate School Recruiter?".
3. Enter your email address and password you created and click "Log In".

Follow these instructions to post a work-study position
1. On the left side of the Eagle CareerNet home page, click "Post & view jobs" tab.
2. Click "Job postings" and then click the blue "Post A Job" button.
3. Complete the "Position Information" form by filling out all the required fields.
    a. **For work-study positions** be sure to choose "MSU Student Employment (Federal)" and/or "MSU Student Employment (Institutional)" as the "Position Type" (both can be selected if necessary).
    b. Note that the "Resume Receipt" option under "Application Information" provides you with two significant options:
        i. "E-mail", which will email you all the resumes that are received for your posting. If you expect a low number of applicants, this is the suggested option.
        ii. "Accumulate Online", which will hold all received resumes in CareerNet for you to access there. You will *not* receive an e-mail notification of every application submitted, unless you select "E-mail" *in addition to this option.*
    c. Be sure to check "Other Documents" under "Additional documents" AND "Documents required". This allows students to submit the MSU Student Employment Application required by HR.
4. Click "Submit".
5. Initially, your posting will show a status of "Not Approved". Once our staff has reviewed and approved your posting, you will receive a confirmation e-mail. Students will then be able to view and apply to your posting.

Follow these instructions to re-post a previously posted work-study position.
1. On the left side of the Eagle CareerNet home page, click "Post & view jobs" tab.
2. Click "Job postings" and then click the blue "Post A Job" Button.
3. At the top of the "Position Information" Screen you will see a "Copy Existing" Section. Directly under the drop-down box click the "Show Archived" Button.
4. Click the arrow in the corner of the drop-down box to see the list of your archived positions.
5. Select the desired position from the drop-down box.
6. The selected position will auto-fill into the "Position Information" form. You should read through the auto-filled information to ensure accuracy and make any necessary updates.
7. Follow steps 3-5 above.