What is IUPUITalent.net? IUPUITalent is the IUPUI’s comprehensive, free job posting system that connects all IUPUI students to employment opportunities both on the IUPUI campus and in the Indianapolis community. Campus departments post available part-time, internship, research, and Federal Work-Study eligible positions to IUPUITalent, and all students access those opportunities through JagJobs.

**STEP 1: START AT IUPUITALENT.NET**

REGISTER YOUR ACCOUNT at [http://IUPUITalent.net](http://IUPUITalent.net) using “Register” or “Register and Post Job” if this is your first time accessing the system. Enter your department’s information as requested.

**Industry:** You can select more than one option by holding down the “Ctrl” key and clicking additional options with your mouse.

**Organization Name:** Enter the name of your division/unit with “IUPUI” in front of the division/unit name. If your organization is already in the system, we will connect your profile to the organization’s profile upon processing your registration request.

**Description:** Feel free to enter your organization’s mission statement, principles or purpose in this field.

**Website:** Please note this field is required.

![Company Information](image)

**Services Requested:** “Job Postings” should be the only option selected.

**Contact Information:**

- *Full Name, Title, Email, Phone* are required in this field.
- You can select more than one contact type: *Alumni, Faculty, Field Instructor, IUPUI Staff, Internship/Co-op Recruiter, Organizational Representative, Recruiter.*

**Address:** Street, City, State, Zip Code and Country required.
Step 2: Enter Position Information

Post to This School Only: Indianapolis businesses and organizations have the opportunity to post their position(s) at multiple institutions who utilize the same technology at their campuses. For on-campus postings, select Post to This School Only. You’ll be able to select which IUPUI schools you wish the posting to be directed to at a later point.

Position Type: The most common position types for on-campus positions include:

- **Assistantships/Research Opportunities**: Generally upper level undergraduate or graduate positions.
- **Internship/Co-op**: This position type indicates the department is willing to work with students interested in potentially earning academic credit from their degree-granting school for the work done in the position. This position type also indicates the opportunity is project based with a specific start and end date, and is generally of more benefit to the student than the department.
- **IUPUI Jobs On-Campus**: This position type is most utilized by campus employers and includes all part-time employment opportunities located on campus and affiliated with IUPUI departments.
- **IUPUI Approved Work Study**: This position type indicates the opportunity is limited to students who have been awarded Federal Work-Study as part of their financial aid package.

Please note: you may select more than one position type for the posting.

Restrict Applications: Further in the job posting creation, you will be asked to set specific qualifications. Choosing YES will block any applications where students do not meet the qualifications you set.

Job Title: Input a position title that is reflective of the work the student will be engaging in.

Salary Level: Please list the position’s pay rate per hour. Note that campus positions must at least meet campus minimum wage of $9.00 per hour.

Job Description: Please list essential duties and responsibilities of the position. The best way to illustrate this is to assign percentages of time spent in each area with your total = 100%.

Qualifications: Please list education and experience that you desired as a minimum for the position. Include terms like “Working Knowledge of”, “Skill(ed) in” and “Ability to.”
Resume Receipt: You have options on how you will receive applications as students apply. You can select more than one option:

- **Email**: This option will send you (or a colleague, if you choose) an individual email each time a student applies.
- **Accumulate Online**: This option will collect applications and hold them within IUPUITalent for you to access at any time.
- **Other**: If selected, this option will allow you direct students to apply for the opportunity through an external website, applying in person, or by directly emailing a specific individual.

Display Contact Information to Students: Your contact information will only be displayed if you choose. If clicked, it will give you the option to enter the specific contact information you want display for this specific posting.

Documents Required: Resumes are automatically required for students to apply. You may also indicate other preferred or required application materials including Cover Letter, Unofficial Transcript, Writing Sample, or Other Documents.

Posting Date & Expiration Date: Select the dates by using the calendar option by clicking “Select”.

Desired Majors: Required response, but you can select ALL MAJORS, if there is no preference for the position.

As a reminder, not all fields are required. Only fields marked with a red asterisk * are required for posting. Optional fields are listed below. We strongly encourage you to use the underlined optional fields below with your job posting:

- Graduation Date Range Start & End
- **Work Authorization**
- Desired Start Date
- Duration
- **Approximate Hours Per Week**

Automatic Application Packet Generation: This option will provide a comprehensive .pdf formatted packet of all applicants when your job expires.

School Affiliations: Please make sure the IUPUI Office of Student Employment is selected in this field, to ensure all IUPUI students have access.

If there is a particular IUPUI school you would like your position to be featured in, select that specific school (for example, an internship specific to upper-class business students).
STEP 3: REGISTRATION COMPLETION AND POSTING REVIEW
Once you have completed the form, the following page will appear. Your account and job posting will be reviewed and approved within 2-3 business days, and you will be notified via email when your account and posting are processed. The notification will also include a temporary password for you to access the system.

FREQUENTLY ASKED QUESTIONS

How do I repost a job that I've posted in the past?

To repost a position, click on Add New under the Jobs tab, which will load the job posting form. The first field, entitled Copy Existing, allows you to select from an archived, or expired, job posting and utilize the content for a new posting.

How will I know when my job posting is live for students to see?

Under the Jobs tab, you’ll see all active and pending job postings for your account. In the Approved column, if a red “X” is showing, the posting is still pending. Once approved and live for students to view/apply, a green checkmark will appear.

How can I see a preview of my job posting?

Within the Jobs tab, click on the title of your job posting. Next, click the Preview tab to view the posting as students see it.