Falcon Jobs: Employer Log-In and Job Posting

**Step One:** Go to [www.cuw.edu/careers](http://www.cuw.edu/careers). On the right hand side you will see the top box labeled “Falcon Jobs”, click on it.
**Step Two:** Once you click “Falcon Jobs” the page will refresh. Click on “Employer Login” towards the bottom of the screen.
Step Three: If you are a new employer, you will need to click “Register Here” to create an account.
**Step Four:** If you are creating an account for a company, you may begin typing the name of your company to see if it is already registered within our database. If not, or if you are looking for private work (i.e. childcare, yard work, dog walking, etc.) please click on “Can’t Find My Organization”.

If you are from a company that already exists in our database, select which companies you belong to and click continue.
**Step Five:** Next, you will be asked to fill out Employer and Contact information. Fields with a red asterisk, ( * ) are required. Click “Register” when finished.

- If you are working for a company, Employer Information pertains to the company you work for. The Contact Information is for your personal information.
- If you are looking for Private work, the Employer Information pertains to you. The Organization Name may be something like, Smith Family. The “Contact Information” section indicates who a potential applicant should get in touch with.
Step Six: Select “Submit Profile”
Step Seven: Once on your Employer Portal Page, hover your mouse over the “My Jobs” tab on the toolbar at the top of the page. Then click “New Job”.
Step 8: On the new page you can begin filling out the information about the job you are posting. Make sure to fill in all fields labeled with a red asterisks ( * ). Then click “Save”.

After clicking save, you have completed the registration process and have successfully posted a job. Career Services will review the job posting and you will receive an email notification when it has been approved. When posting a job in the future you can begin at step seven above. If you have any questions, please feel free to contact us at 262-243-4401, or email us at career.services@cuw.edu.