

Posting on the Haas MBA Job Board – <http://recruit.haas.berkeley.edu>

Thank you for your consideration of Haas MBA students! Posting on our online job board is simple, efficient, and free of charge. For more information on how to Hire Haas please visit our [website](#), or call the Career Center during normal business hours (510) 642-8124.

**To Create a New Job Posting Account (First Time Users/Employers)**

Access the Haas MBA Job Board through the following link, <http://recruit.haas.berkeley.edu>

1. Click “Create a New Account” link to begin the job posting process. \*Note, unlike some job posting sites where the account is shared by a department or company, each individual who uses this posting service should to have his/her own login.

<b>1st Time Users:</b>	<a href="#">Create a New Account</a> to begin the job posting process
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2. “Create Your Account” page will open. All fields on this page are required, marked by the red textfield title.
  - a. User Name – Consider using your email address for easy memory recall
  - b. Password – 5 or more characters is suggested, numbers are allowed
  - c. Verify Password
  - d. Email Address – Must be an active and accurate email address used for business. Incomplete or false email addresses will not be accepted
  - e. Verify Email Address
  - f. Select “Create Account” to create this account, or “Cancel” to cancel this transaction and return to the previous page
3. New page will appear with heading, “Add a New Visit: Find Company/Division.” **To avoid duplicating your Company Record, please search for your company before proceeding.** Type in a portion of the company name, select the “Contains” radio button, and click “Find Organization.” A list of companies will appear. Click the radio button to the left of the correct **company**, and click “Continue.” Proceed to Step 4.
  - a. If the **company** does not appear in the list, click “Add New Company.”
    - i. New page will appear, “Add Your Company/Division Company (Step 2 of 3).” Complete the information (required fields are marked by red text), and click “Save.”
  - b. If your company name has changed, search by the prior name and add the job. To have your company record corrected in our database email [jobs@haas.berkeley.edu](mailto:jobs@haas.berkeley.edu)
4. New page will appear, “Your Contact Info (Step 3 of 3).” Fill in your information (required fields are marked by red text), and click “Save.”
5. New page will appear, “Welcome to the MBA Job Posting Site.” You have now established your individual account linked to your company’s profile. If other members of your organization have accounts, this information will appear in the Contacts box on the right of the screen. A link to your job posting history will appear in the grey “Job Postings” bar across the bottom of the screen.

## To Post a New Opportunity

1. From the “Welcome to the MBA Job Posting Site” page, click the “Add a New Job” hyperlink in the “Job Postings” grey bar at the bottom of the screen.
2. New page will appear, the “Edit Job” page. These opportunities are called Off-Campus Jobs because the interviewing is done off-campus.<sup>1</sup> Complete the information requested; required fields are titled in red. **For Search Firms:** adjust the Company Information fields to reflect data about the hiring company. Click Save.
3. New page will appear displaying a summary page of the information that was recorded by the system. For a preview of the Student View, click “View Student Display.” To return to your homepage, click “Jobs/Schedules Main Page” at the top of the screen.
4. Jobs will be approved within 2 business days of posting. For assistance please call the Haas MBA Career Center (510) 642-8124 or email [jobs@haas.berkeley.edu](mailto:jobs@haas.berkeley.edu).

## Reasons a Job Might Be Declined

- Incomplete contact information. This information is for internal use and is required
- Blind email address in the contact information
- Incomplete company information
- Listing appears to be targeted towards undergraduate students and/or MBA alumni. To post an opportunity for MBA alumni please visit the [Alumni Website](#)
- For assistance with a job posting please call (510) 642-8124 or email [jobs@haas.berkeley.edu](mailto:jobs@haas.berkeley.edu)

## To Expire a Job Posting Prior to the Application Deadline Date

1. Login to the Job Board, <http://recruit.haas.berkeley.edu>
2. Message in the center of the grey “Job Postings” bar displays how many jobs are currently on file, i.e. “1 Job Postings on file, Click Here to View.” Click on hyperlink
3. A new page will appear with all of your Off-Campus Job Postings (Off-Campus signifies that the interviews are not conducted at Haas). On the left appear two links, “Create a new job using this content” and “Expire Job Posting.” To expire this posting, please click “Expire Job Posting” and then “Ok” in the popup box. “Create a new job using this content” is a convenient way to create a new posting using the existing information as a building block. You will have the opportunity to review and revise the content before it is posted to the job board.

## To Extend a Job Posting Beyond the Original Application Deadline

1. Login to the Job Board, <http://recruit.haas.berkeley.edu>
2. Message in the center of the grey “Job Postings” bar displays how many jobs are currently on file, i.e. “1 Job Postings on file, Click Here to View.” Click on hyperlink
3. Click on “Job Detail” of specific job posting. New page will appear. Click “Edit Job Detail,” to be routed to the Edit Job page where you can change the Application Deadline. Click

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<sup>1</sup> If you are interested in On-Campus Recruiting opportunities please email [mbacso@haas.berkeley.edu](mailto:mbacso@haas.berkeley.edu)

“Save.” The updated job will be visible to students within two business days after the change.