



Post a Job on UCLA ONE

Promote your company's available internships, part-time or full-time job opportunities, and more on UCLA ONE to attract qualified Bruins.

Select or add a **Company**: Choose the company from the company list, note that some companies on the list may already have an address, and additional details (logo, industry, website) may also pull in to your post.

A screenshot of a web form showing a dropdown menu for selecting a company. The text "Company *" is above the input field, which contains "Microsoft". The dropdown menu is open, showing a list of suggestions: "Microsoft Corporation", "Microsoft Giving Campaign", "Microsoft Inc.", "Microsoft Philanthropies", and "Microsoft Research Asia".

Job Title: Add in the job title of the position you are advertising; this is a free text field.

Logo: If the company you selected did not already have a logo, you can upload either a jpg or png of the company logo. Please only upload official logos, ***as the logo will be added to the company for others to use.***

Location: If the company you selected did not already have a location, you can type in the complete address of the company, or just the city – whatever is relevant to your job post. Please be sure to select the location from the drop-down list as it pulls from Google Maps and helps users search for jobs by location.

- If your company is on the platform but with another location, you can ***create a new company profile*** for the new location. (Example: WeWork, Los Angeles may exist already and you have a position to post for WeWork, New York)
- You may choose to leave this blank if you want to use the same job description for positions in multiple locations. We suggest selecting 'Multiple Locations' in the employment type (next step) and adding the specific locations to the job description.

Employment type: Based on your feedback we have added fields for remote work and for opportunities that are hiring in multiple locations. Selecting all relevant fields helps users find and apply for your open position.

Job function: Select the job function from the list. This is a single select field.

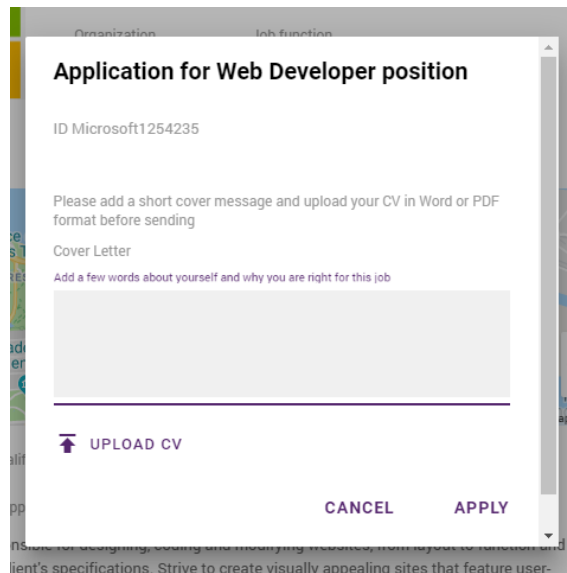
Industry: If the company you selected did not already have an industry, you can select one or more industries from the list.

Company website: If the company you selected did not already have a company website, you can add a link in this field. ***Please use the company's main website*** as there is space further down to link specifically to the job posting.

Post date & end date: The post date is the date the job will appear on the platform. The default date is the date the job is created. The end date is the last date applications can be made. After this date, the job will no longer appear to other users. The default is three months from the date the job was created.

Select how applicants should apply (2 options):

1. Include relevant email addresses. When users click on the **Apply** button, they will be prompted to attach their CV/Resume to a cover email.

A screenshot of a web application form titled "Application for Web Developer position". The form is displayed in a modal window. At the top, it shows "Organization" and "Job function" tabs. Below the title, the user ID "ID Microsoft1254235" is displayed. A message states: "Please add a short cover message and upload your CV in Word or PDF format before sending". There is a section for "Cover Letter" with the prompt "Add a few words about yourself and why you are right for this job" and a large text input area. Below the text area is a purple "UPLOAD CV" button with an upward arrow icon. At the bottom right of the form are two buttons: "CANCEL" and "APPLY".

2. You can direct applications to an external site by entering the URL of the job post/application page.