Employer’s Guide to Navigating the IRSC JOB BANK

IRSC makes hiring as easy as 1-2-3!

1. LOGIN:
   - Go to www.irsc.edu.
   - Click Career Services at the bottom of the page.
   - Scroll to “IRSC’s Job Bank” and click Employers—LOGIN HERE.
     - If you’ve registered in the Job Bank before, enter your username and password then click “Login.”
     - If this is your first visit to the job bank, click Click Here to Register!. Follow the on-screen directions. All fields with an asterisk (*) are required. Once your profile is complete, click “Register.”

2. POST a JOB:
   - From your Home page, hover over “My Jobs” in the top navigation and click “New Job” from the dropdown menu.
   - Follow the on-screen directions. All fields with an asterisk (*) are required. Once your job description is complete, click “Save.”
   - You will be notified via email when your job description has been approved and posted.

3. REPORT a HIRE:
   - From any page in the job bank, click “Report a Hire” from the left navigation.
   - Follow the on-screen directions to search for the student you hired.
   - Enter the applicable placement information and click “Finish.”
   - Click “Home” or “Sign Out” to exit the placement information screen.

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