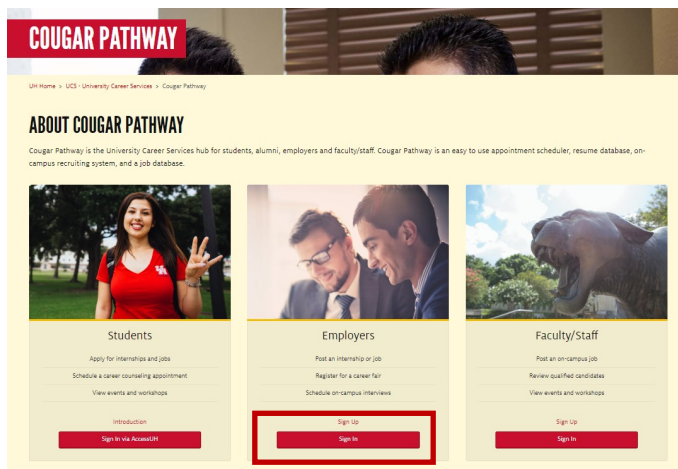
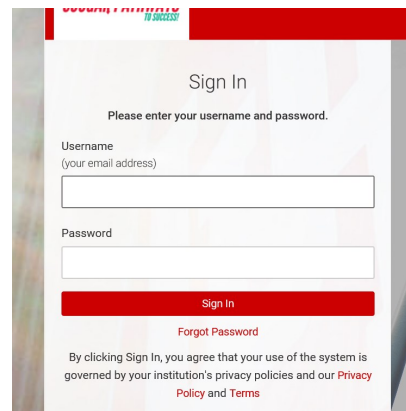


# How to post a job or internship in Cougar Pathway

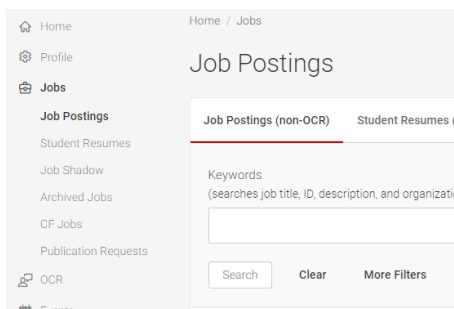
1. Go to <http://www.uh.edu/cougarpathway/> and click **SIGN IN** button under Employers



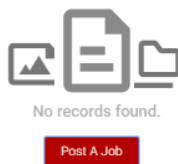
2. This is the Cougar Pathway log in landing page! Click the **SIGN IN** button to **log into your account** (You will need an approved account to post a job)



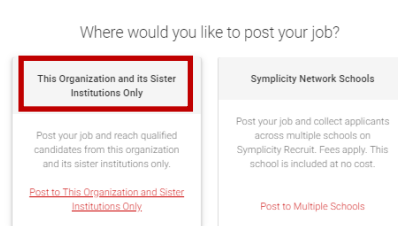
3. Once on the Cougar Pathway homepage. Go to **JOBS** → **JOB POSTINGS**



4. Click **POST A JOB**



5. Determine how you would like to post the job or internship. Most choose: **“The Organization and its Sister Institutions Only”**



6. Complete the **Position Information** form. Below are some general tips for getting your posting approved quickly:

## The following types job postings will NOT be approved

- Remote, virtual or “in-home” positions
- Commission only positions
- Resume receipt is to a personal email (i.e. gmail, yahoo or hotmail)

## Keep in mind the following:

- **Position Type** | Pick the type that best aligns with your job. Do not pick “Internship” and “Full-time” job, that is a red flag for our team.
- **Title** | The title must be specific and not “gimmicky” - (i.e. GREAT BENEFITS & SALARY—SOFTWARE DEVELOPER)
- **Job Description** | Job descriptions should list at least five to ten duties and responsibilities. This information is important in providing candidates with enough information to decide whether or not to apply for the position.
- **Qualifications** | Include qualifications and skills such as: Degree level and majors, number of years of experience and type of experience, soft skills such as excellent written and verbal communication skills or preferred GPA if applicable
- **Salary** | Must be listed (unacceptable options include: competitive, flexible, varies, TBD)

7. After completing the form, it is sent to UCS team for **approval**. \*Should there be any discrepancies or issues with your registration you will be contacted. Our goal is to approve accounts within 3-5 business days. However, during peak times it can take longer.

If you have any questions about your registration, please contact our **Employer Development & Relations team**:  
**Email:** [hire@uh.edu](mailto:hire@uh.edu) — **Phone:** 713-743-5100 — **Website:** [www.uh.edu/ucs](http://www.uh.edu/ucs)