



GRADLEADERS  
Recruiting

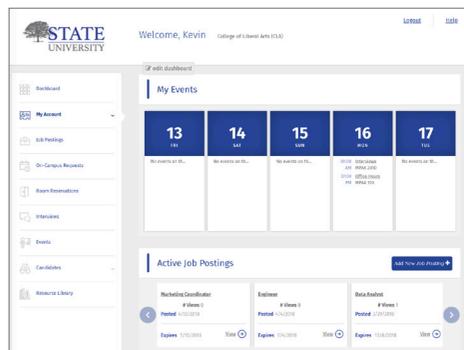
⚡ QuickStart Guide for Employers

# Post a Co-Op Job

# 1

From your Dashboard, select **Job Postings**

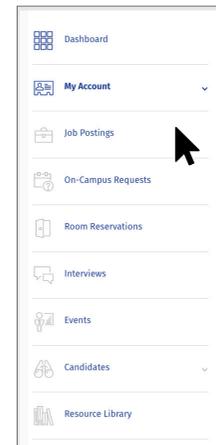
Add New Job Posting +



# 2

Or, select **Job Postings** from the menu, then click **Add New**

Add New +



# 3

Enter **Job Information**, select Co-Op from the **Job Type** choose **Save**

**JOB TYPE \***

Select Responses

[clear](#)

FULL-TIME

CO-OP

PART-TIME

SUMMER INTERNSHIP

PART-TIME INTERNSHIP

PROJECT/CONTRACT

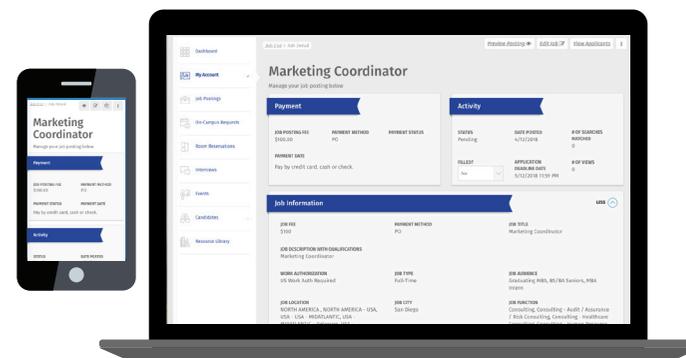
Click 'Save' to commit changes.

Save

Cancel

# 4

**View** job posting.



👍 It's that easy!