

POSTING ON-CAMPUS POSITIONS IN



hireBING by Handshake is Binghamton University's online job and internship search portal used by current undergraduate and graduate students, and alumni. Employers can easily set parameters as to who can and cannot apply to their positions.

What type of positions can you post in hireBING?

- Federal work-study positions
- On-campus part-time positions
- Internships
- Full or part-time positions

How to post an on-campus position in hireBING

1. Create your hireBING account

1. Visit binghamton.edu/hirebing.
2. Click "Sign up for an account."
3. Choose to create an employer account.
4. Fill out the profile information and click "submit."
5. You must select the type of student you are looking to recruit. Choose as many restrictions as you would like. Click "next."
6. Click "no" to 3rd party recruiter.
7. Click "confirm email."
8. Log into your email and click on the confirm account.
9. Once your account is confirmed, finish completing your profile information.
10. If you get a message saying your request is pending approval for your company or employer, please email hirebing@binghamton.edu and we will approve it immediately.
11. If you do not see your office listed, please feel free to create a new one.

To add a new office:

- Click "create a new company" on the right side of the page.
- Please use the following company format: Binghamton University - Your Office Name
- Search for Binghamton and click the plus sign for access.
- The Fleishman Center will then need to approve your account.

2. Once approved, you can post your position by following these steps:

1. Click "post a job."
2. Select "on-campus position."
If you have a work-study position: You must click "yes" to work-study.
Note: Only work-study eligible students can view these positions.
3. Fill out the remaining information for the required fields. We recommend setting criteria under "preferences" to help narrow down your search.
4. Make sure to select "Binghamton" as the school to post the position for.
Note: Only select "Interview on campus" if you wish to use Fleishman Center interview rooms.
5. Once we receive and approve your posting, it is live for students to apply to.

For more information or help with hireBING, please contact hirebing@binghamton.edu

The Fleishman Center is happy to post positions in hireBING on your behalf. Please forward any postings to us at hirebing@binghamton.edu.