



HIGHLAND COMMUNITY COLLEGE

Email: jobannouncements@highland.edu

Fax: 815.235-6130

Mail: Highland Community College

Attn: Career Service

2998 W. Pearl City Road

Freeport, IL 61032-9341

Job Posting Form

Today's Date: _____

Application Deadline: _____

How long would you like the posting to run? _____ (number of weeks)

(Without noting deadline, the job posting will run for three weeks.)

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Type of Business: _____

Primary Business Telephone: _____

Human Resources Contact: _____ Ext: _____

Human Resource E-Mail Address: _____

Hiring Contact: _____

Hiring Phone #: _____ Fax #: _____

Is your company an Employment or temporary agency ___ Search Firm ___ 3rd Party Recruiter ___

Job Information

Job Title: _____

Job description: (feel free to attach job description)

Salary: _____ Hourly: _____ Number of Jobs available: _____

Number of Days	Work Days	Hours Per Week	Work Hours	Work Experience	Type of Employment	Minimum Education
<input type="radio"/> 1-2 Days	<input type="radio"/> Sunday	<input type="radio"/> <10 hours	<input type="radio"/> 9 to 5	<input type="radio"/> No Experience	<input type="radio"/> Full-time	<input type="radio"/> High School student
<input type="radio"/> 2-3 Days	<input type="radio"/> Monday	<input type="radio"/> 10 – 20 hours	<input type="radio"/> Contact us for hours	<input type="radio"/> Some – up to 1 year	<input type="radio"/> Part-time	<input type="radio"/> High School grad/GED
<input type="radio"/> 3-4 Days	<input type="radio"/> Tuesday	<input type="radio"/> 21 – 30 hours		<input type="radio"/> 1 year +	<input type="radio"/> Full/Part Time	<input type="radio"/> Some college course work
<input type="radio"/> 4-5 Days	<input type="radio"/> Wednesday	<input type="radio"/> 31 – 40 hours		<input type="radio"/> 2 – 3 years	<input type="radio"/> Seasonal p/t	<input type="radio"/> College Certificate
<input type="radio"/> 5 + Days	<input type="radio"/> Thursday	<input type="radio"/> 40 hours			<input type="radio"/> Seasonal f/t	<input type="radio"/> Associate degree
	<input type="radio"/> Friday	<input type="radio"/> 41+ hours			<input type="radio"/> Co-op/internship	<input type="radio"/> Bachelor's degree
	<input type="radio"/> Saturday					<input type="radio"/> Graduate course work
						<input type="radio"/> Master's degree

Response Method (Check all that apply):

Online

Email

Mail

Fax/Scan

Telephone

In Person