

Thank you for your interest in Red Deer Polytechnic students for your recruitment needs. The RDP Career Centre Job Board is a recruiting website that is accessible to our current students, Red Deer Polytechnic Alumni, and the general public. Job will be posted on the website for 30 days. This fee will be waived for not for profit organizations with a charitable organization number.

RDP Career Centre Job Board Instructions

To create a job posting click the link to the RDP Career Centre Job Board

<https://rdpolytech.ca/student-employment>

- Select **Employer Log In** on the right hand side of the screen
- New Employers
 - Click on **Create new account** tab, fill in the required fields. Then Click the “Create new account” button at the bottom of the page to save your account
- A validation email will be sent to you, after you have validated your account you can create an employer profile.
 - You can not create a job posting until you have created your employer profile.
- Select **Employer Profiles** Tab.
 - Click create one now
 - Fill in the required fields
 - Click save
- To create your job posting select Manage Job, Create your posting and save as draft.
- To complete your posting go to the post job tab and follow the instructions.

Thank you for choosing Red Deer Polytechnic!