

College of Business Career Management Services

How to Register in the CBA Career Link

CBA Career Link is managed by the College of Business Administration Career Management Services office. By registering with **CBA Career Link** you will have easy access to manage your recruiting activities on-line anywhere, anytime.

There are two options for a **first time registrant**:

- Option 1: Register AND post a job in one simple process
- Option 2: Register as a new contact only

Option 1 - One Step Process to Register and Post a Position

1. Go to: careers.fiu.edu
2. Click **Employers Login Here** on the right hand side
 - You are now in the *employers Log-in* page of *CBA Career Link*
3. Click **Register and Post Local Job**
4. Complete the employer registration section
 - Note - All asterisked (*) items are required
5. Your e-mail address will become your user ID
6. Create a self-generated password
7. Click **Next**
 - You are now in the Position Information Section
8. Complete the Position Information section
 - Note - All asterisked (*) items are required, including.....
 - i. Salary levels (a range is preferred; a text statement is acceptable)
 - ii. work authorization (select all that apply)
 - iii. job location
9. Click **Done**

Option 2 - Register as a new contact

1. Go to: careers.fiu.edu
2. Click **Employers Login Here** on the right hand side
 - You are now in the *employers Log-in* page of *CBA Career Link*
3. Click **Register**
4. Complete the employer registration section
 - Note - All asterisked (*) items are required
5. Your e-mail address will become your user ID
6. An auto generated password will be emailed upon registration approval

All new registrations are submitted for approval to the CMS office and are generally reviewed and processed within 24-48 business hours.

To request an information session or on-campus interview schedule, please contact Elsie Florido at 305-348-1111 or via email: floridoe@fiu.edu