

MassTLC Internship Hub

3 Ways to Post Your Internship

1 We'll do it.

Email your internship opportunity to Heather at heather@masstlc.org and we'll post it to the Internship Hub for you.

2 You're already an Experience user.

Experience users can log in to your account, add MassTLC as one of your "schools" and post internships the same way you normally post job/internship opportunities.

1. Log into Experience.
2. Click Add School Accounts. Choose "MassTLC" and click Request Access.
3. MassTLC will approve your school request.

Once your account is linked to the MassTLC network, you can begin posting.

1. Start at www.experience.com or the MassTLC Employer Login page <http://masstlc.experience.com/emp/sblogin>
4. Choose Manage Jobs in the top menu (ignore the big green "Post a Job" button...that's a scenic tour with extra steps)
5. Choose "MassTLC" under Linked Schools
6. Click Jobs.
7. Choose "Create a new job" (menu on right)
8. Select Basic (free post)
9. Scroll down and choose "Continue"
10. Provide information about your opportunity. Remember to select "Internship" as the opportunity type.

You can find all opportunities you've posted by returning to the Jobs by School screen and viewing your Current Jobs and Old Jobs folders.

3 You can join Experience.

1. Go to <http://masstlc.experience.com/emp/sblogin>
2. Choose Create an Account.
3. Complete the registration steps.
4. MassTLC will approve your registration request. Once approved, you can begin posting. To start, go to the MassTLC Employer Login page <http://masstlc.experience.com/emp/sblogin>
5. Choose Manage Jobs in the top menu (ignore the big green "Post a Job" button...that's a scenic tour with extra steps)
6. Choose "MassTLC" under Linked Schools
7. Click Jobs.
8. Choose "Create a new job" (menu on right)
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11. Provide information about your opportunity. Remember to select "Internship" as the opportunity type.