

Interest cards notify candidates when a particular posting category is available for applications. Candidates receive these notifications after completing an interest card on the applicant portal (<https://jobs.oit.edu>), noting the types of jobs they're seeking.

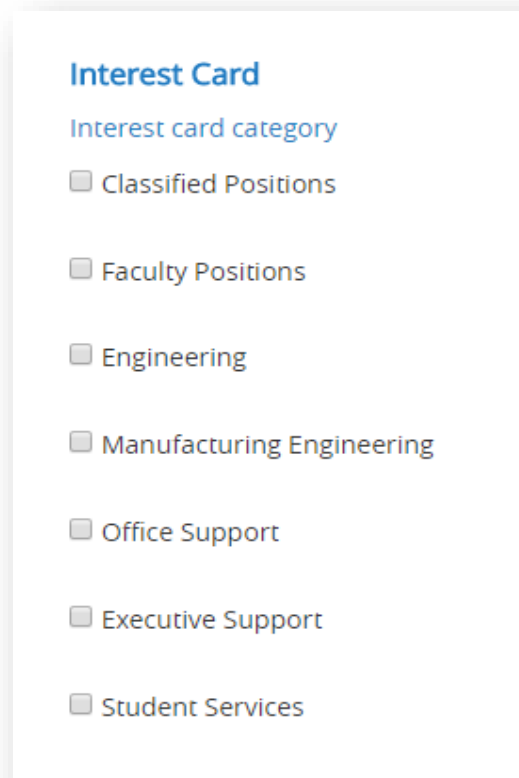
When a job is posted that matches one of those categories, the candidate will receive an email that lists the relevant posting(s). The candidate can then log into the applicant portal to submit an application. The email is sent overnight.

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You must have the Department User or Department Head/Director role in order to create/edit a posting.

Make sure you are in the **Hire** module (blue) and are logged into the Department User or Search Committee Member role (whichever is applicable for the recruitment).

Select all applicable Interest Card categories. Categories in the image below are examples. Many more categories are available in HEROES.



**Interest Card**

Interest card category

- Classified Positions
- Faculty Positions
- Engineering
- Manufacturing Engineering
- Office Support
- Executive Support
- Student Services