



NEW USERS: 5 STEPS TO POST YOUR INTERNSHIP FOR FREE!

Dear New User:

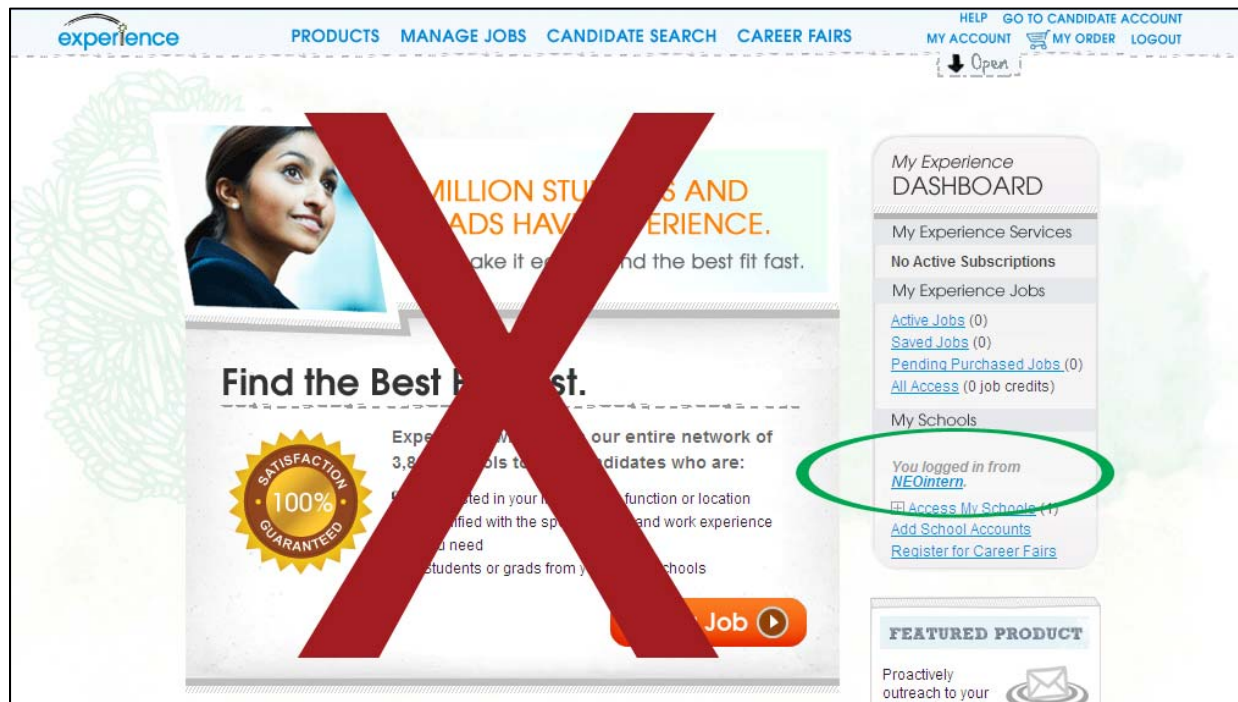
Welcome to NEOintern.net, a free database on which you can post internship experiences in Northeast Ohio. Due to ongoing challenges with our database vendor, you might think you have to pay to use our system. **No, it's free!**

Below, you will find **five easy steps** that will help you post your internship at no cost. Please let us know if you have questions.

Thank you for your support!

[The NEOintern.net Team](#)

Step 1: After logging in, click “NEOintern” on the right.



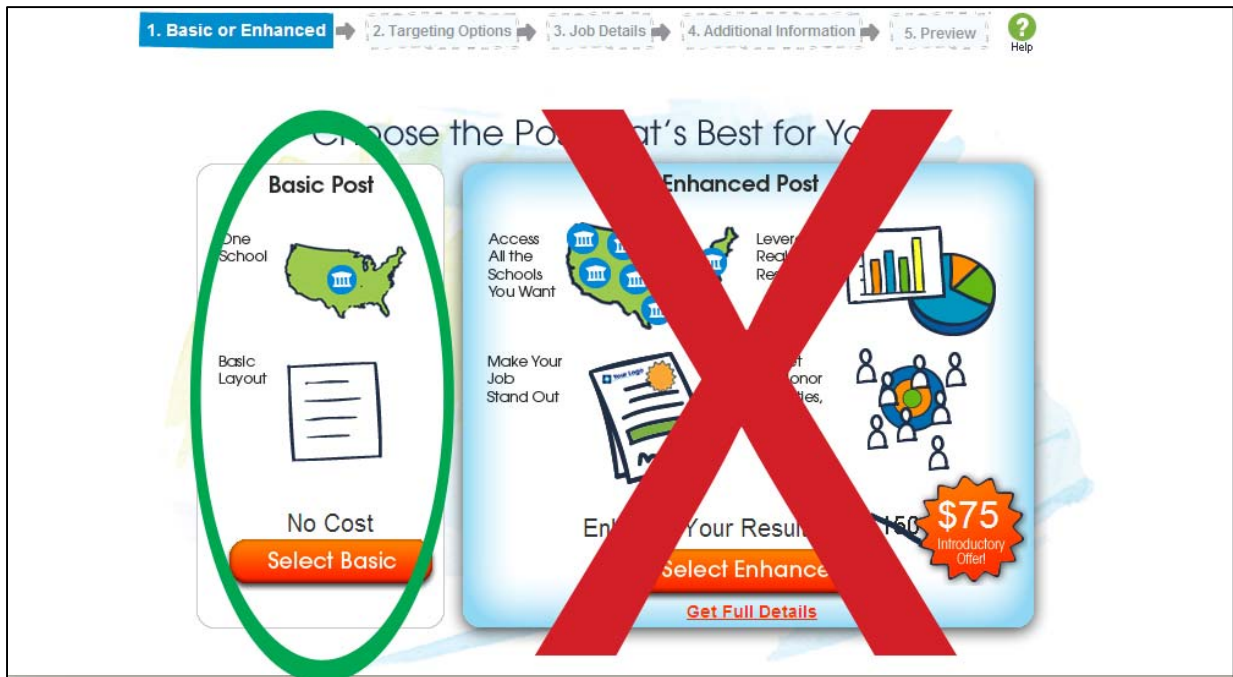
Step 2: Click "Jobs."

The screenshot shows the NEOintern website interface. At the top, there is a navigation bar with the 'experience' logo on the left and links for 'PRODUCTS', 'MANAGE JOBS', 'CANDIDATE SEARCH', and 'CAREER FAIRS' in the center. On the right side of the navigation bar, there are links for 'HELP', 'GO TO CANDIDATE ACCOUNT', 'MY ACCOUNT', 'MY ORDER', and 'LOGOUT'. Below the navigation bar, the 'NEOintern' logo is displayed, along with a 'New! Internship Certification Program' badge. The main content area includes an 'Overview' section with a welcome message, a 'School Calendar' section with a calendar icon, and a 'Resume Books' section with a book icon. A sidebar on the right contains a 'Upcoming Schedules' section, a 'Personal Profile' section, and a 'Company Profile' section. The 'Jobs' link in the navigation bar is circled in green.

Step 3: Click "Create a new job" on the right.

The screenshot shows the 'Your Current Jobs By School' page on the NEOintern website. The navigation bar is similar to the previous screenshot, but the 'MANAGE JOBS' link is highlighted. The main content area includes an 'Overview' section with a message stating 'There are no jobs in the Current Jobs folder.' and a 'What Are Job Folders?' section. A sidebar on the right contains a 'Your Job Folders' section with a list of folders: 'Current Jobs (0)', 'Old Jobs (0)', and 'All Jobs (0)'. The 'Create a new job' link is circled in green.

Step 4: Click “Select Basic” on the left.



Step 5: “Basic Post” is selected by default. Simply scroll to the bottom of the page and click “continue.” Then you will enter your internship description on the following page.

