

eRecruiting User Guide for Employers

This outline will show employers how to recruit students at our partner schools.

In order to recruit students from a partner school **you need to create an account to be linked to that school**. A link allows you to post jobs (at no cost).

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Create an Account/Link to a Partner School

1. From the school's eRecruiting home page, click "Employers log in here" in the Employer's box on the right side of the page. For Yale Undergraduate Career Services, visit <http://yaleuocs.experience.com>

The screenshot shows the Zeta University 2 Experience eRecruiting Network homepage. At the top left is the logo for Zeta University 2. To the right is a link: "Choose a different school". Below the logo is a login form with fields for "Username:" and "Password:", a "Enter" button, and a "Forgot your password?" link. The main content area is divided into three columns. The left column is titled "Students" and contains instructions for logging in, career center info (phone: 617-305-2222), and a "Create account" link. The middle column is titled "Zeta 2 eRecruiting" and features a "Newest Jobs" section with a list of job postings including "test 6-3-10", "Partnerships Associate", "Sales Engineer", "Business Development Executive - Inside Sales", and "test 5-18-10". There is also a "Quick Search" section with a "See All Matches" link. The right column is titled "Employers" and contains an "Employers log in here" link, career center info (phone: 617-305-7400), and an "Email the Career Center" link. A "Sign In" section is also visible on the right side of the main content area.

2. If you already have a master account with Experience, enter the username and password. If not, create a new account. Both of these options are in the Employer Login section on the right side of the page.

The screenshot shows the "Employer Login" form. It has a title "Employer Login" at the top. Below the title are two input fields: "Username" and "Password". Below these fields is a "Login" button. Underneath the button are two links: "Forgot your password?" and "Create an Account".

3. If creating a new account, the system will prompt you for your email address to check for an existing Experience account associated with that email address.
 - If there is an existing Experience account, you will be prompted to log in or have your password emailed to you.
 - If there is no existing Experience account, you will be prompted to fill

out two pages of basic information: one about yourself (as an employer contact) and one about the employer (as a company).

* Email Address/Username

Enter your primary email address

Zeta 2 Career Services > Zeta 2 eRecruiting

experience PRODUCTS MANAGE JOBS CAREER FAIRS

HELP GO TO CANDIDATE ACCOUNT MY ACCOUNT MY ORDER LOGOUT

Open

Zeta University2

Zeta University2
Experience eRecruiting Partners

Let's get started with the basics

It looks like you're new to Experience... Welcome!

Your Experience account will store your info so you won't need to re-enter it for each school you work with.

Email:

* First Name:

* Last Name:

* Title:

* Company Name:

Company Description:

Company URL:

* Phone: () - ext.

Zeta 2 Career Services > Zeta 2 eRecruiting

experience PRODUCTS MANAGE JOBS CAREER FAIRS

HELP GO TO CANDIDATE ACCOUNT MY ACCOUNT MY ORDER LOGOUT

Open

Zeta University2

Attract the right candidates with Experience

Experience helps students and alumni discover employers and opportunities. This information will help us bring the right candidates to your door.

* How many employees does your organization have in total?
Choose one...

* Industry
Candidates often search by "Industry" - so please select up to 5 industries that best describe your organization.

Academic Selected Industries
Accounting No industries selected yet
Agriculture/Farming/Agribusiness
Architecture - Commercial

Get Noticed!
Candidates want to join an organization that they'll enjoy working for - this is your chance to choose the top 5 tags that describe what they'll love most about your organization!

Accessible Senior Leadership Selected Tags
Close-knit Team No tags selected yet
Commitment to Diversity

4. After creating a new account, you will be taken to the Employer Homepage. A link request is automatically sent to that school and a confirmation message will inform you of the link request.

Confirmation

A request to connect with Zeta University 2 has been sent on your behalf. Once your account has been approved by the school, you can post to that school for free under "My Schools" in the Experience Dashboard. In the meantime, browse the Experience options below.

Note: You cannot post any jobs to the school until that request has been approved.

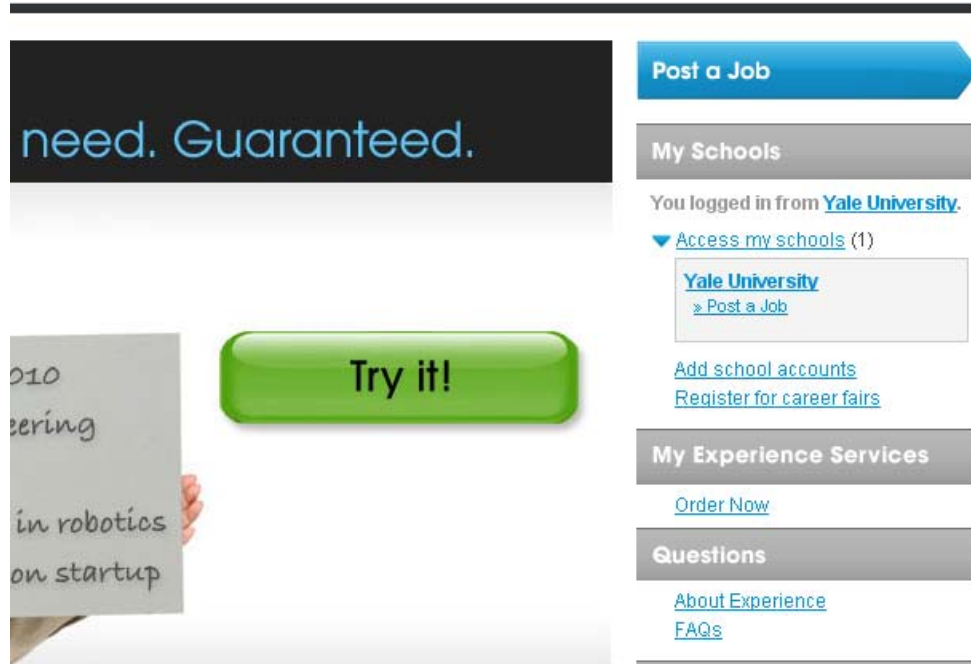
- To check the status of the link request login to your account, look under the "My Schools" section of your "My Experience Dashboard" located on the right side of the employer homepage.
 - Click on "Pending Requests" to view link requests.
 - Click on "Access My Schools" to view approved links, post jobs, and see resumes (if applicable)
 - **Click on "Link More School Accounts" to request more links and access candidates from other Experience partner schools.**

Employers who are already linked to 3 schools will receive a message about Experience Gateway. This feature gives employers easy and efficient access to all of their target schools and career centers (and students and alumni) through one unified Experience Network login. It also offers time-saving tools, visible results and customer support. While this is intended to improve access for all employers who are linked to 3 or more schools, these employers will still be able to directly access schools, one at a time, at no cost. They will do this by navigating to individual eRecruiting™ login pages or school employer login pages.

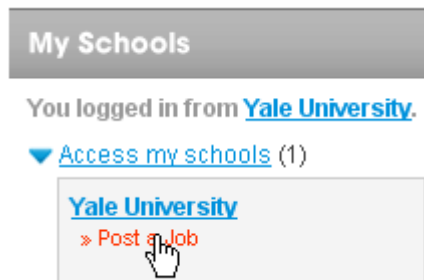
Post a Job

1. Click on “Access My Schools” in the “My Experience Dashboard”, which is on the right side of the employer home page.
2. Click “Access My Schools” to post through a specific partner school. You can post a job to that specific school **for free**.

Note: The section on the Employer Homepage, “Find the Best Fit. Fast.” refers to posting to the Experience Network, **for a fee**.



3. Choose “Post a Job” below the school name within “Access My Schools” to post opportunities **for free**.



Note: If a link request has not been approved by the school, the school will show up under “Your Pending Requests”. If this is the case, **you will not be able to view the school’s profile or post jobs to that school**.


4. Next, decide whether you want to use a basic or enhanced post. **The enhanced post is an upgraded post, for a fee.**


Post a Job Zeta University2
SUPERIOR UNIVERSITY NETWORK

1. Basic or Enhanced → 2. Targeting Options → 3. Job Details → 4. Additional Information → 5. Preview ? Help

Choose the Post That's Best for You

Basic Post


One School 


Basic Layout 


No Cost


Select Basic

Enhanced Post

Access All the Schools You Want 

Leverage Real-Time Results 

Make Your Job Stand Out 

Target by Honor Societies, Alumni, Diversity and More 

Enhance Your Results for \$150 **\$75** Introductory Offer!

Select Enhanced

5. You will then be sent through two more pages, where you will choose your targeting preferences and provide details for the job you are posting.

Post a Job Zeta University2
SUPERIOR UNIVERSITY NETWORK







1. Basic or Enhanced → 2. Targeting Options → **3. Job Details** → 4. Additional Information → 5. Preview ? Help

* Opportunity Type Job Internship Co-op

* Job Title

Note: Please use the Paste from Word icon (📄) if you are copying from a Word document. [Need help?](#)

* Description

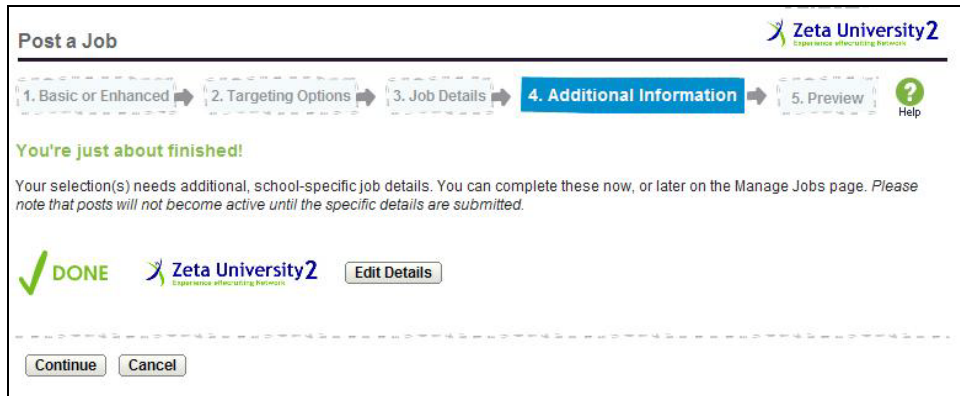
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Job Location

* Country * State/Region * City

6. Once you have completed the Job Details page, you will be prompted to complete more information that is specific to the school.
Note: Your job will not be posted to the school until you have completed the additional details.



8. You will then see a preview of the job posting. You can edit the job by clicking the previous steps in the progress bar at the top of the page. If satisfied with the job, click “Continue” to post the job.

Other Employer Capabilities

How can I edit my account information?

You can always edit your account information by clicking “My Account” in the upper right hand corner of the page.

How can I view or edit current, old, and pending jobs?

You can view and edit your jobs at any time by clicking on the name of the school that the job is associated with under the “Manage Jobs” tab on the top of each page. This section allows you to add new jobs, view and edit posted jobs, and view applicants to jobs from that school.

How can I view events at linked schools?

From the homepage, click “Access My Schools” and then select a linked school. Click on the “School Calendar” icon. To view career fairs at all of our partner schools, click on the “Career Fairs” tab at the top of the page.

How can I view candidate resumes?

You can view candidate resumes by clicking on the “Candidate Search” tab on the top of every page. You will then be taken to the “Resume Books” section, which allows you to view resumes of students and alumni at a linked school provided the school has given you resume book access.