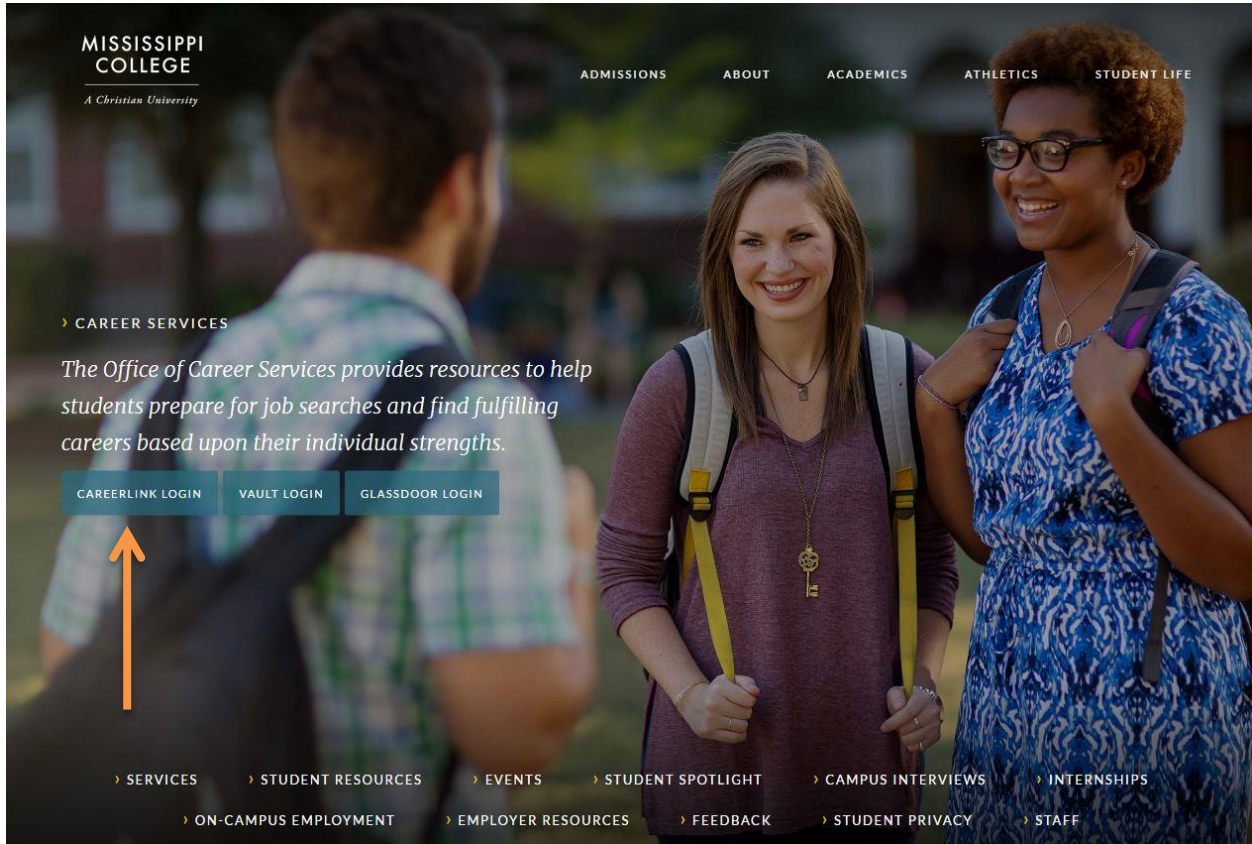
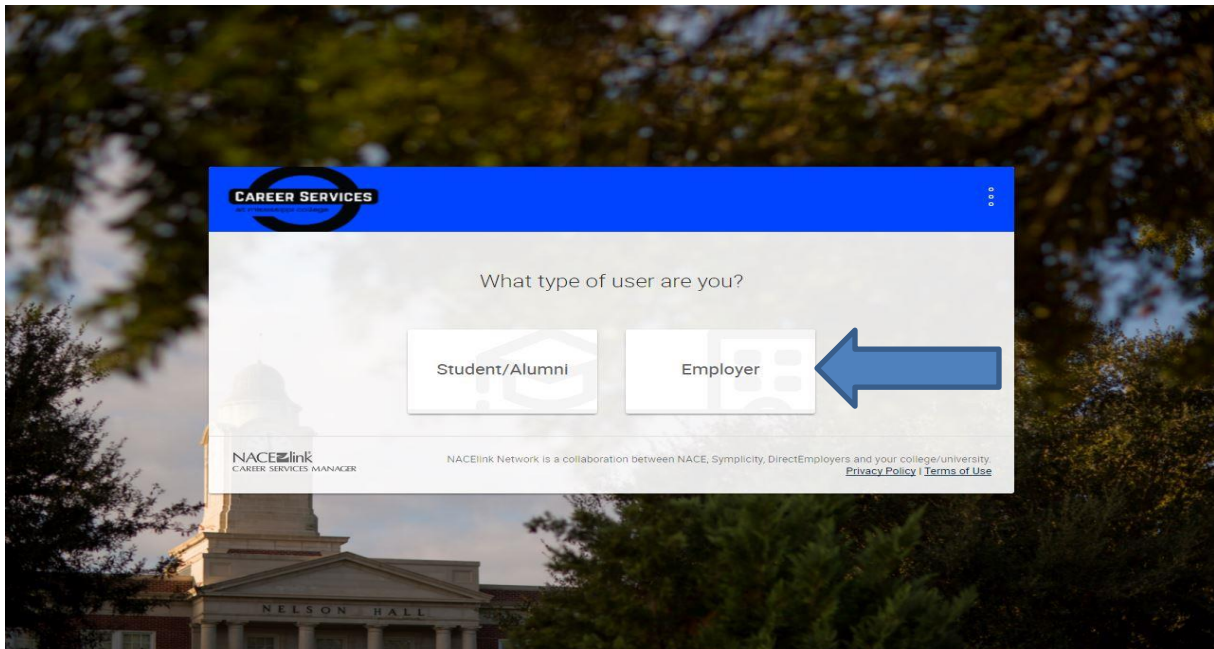


CareerLink Training: On-Campus Job Supervisors:

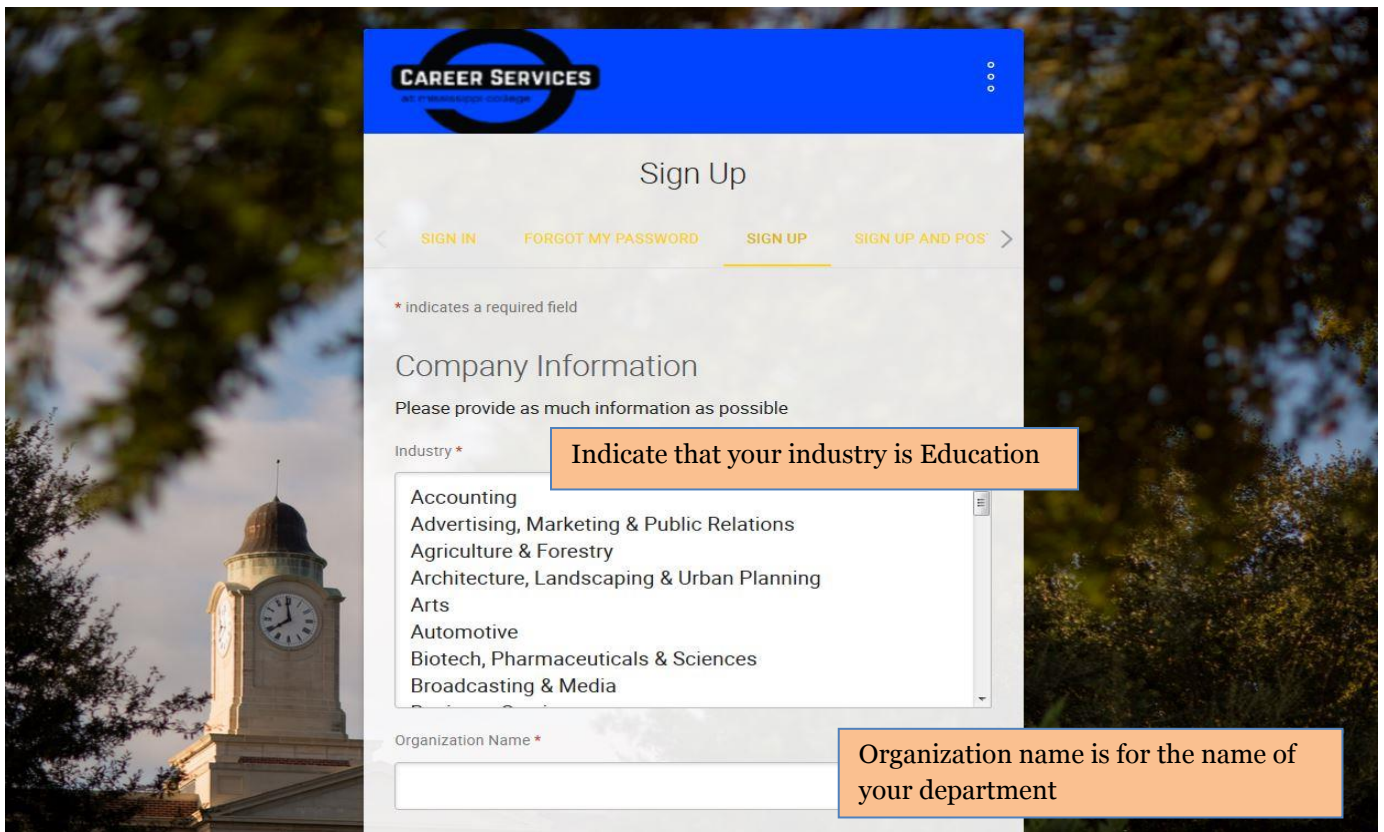
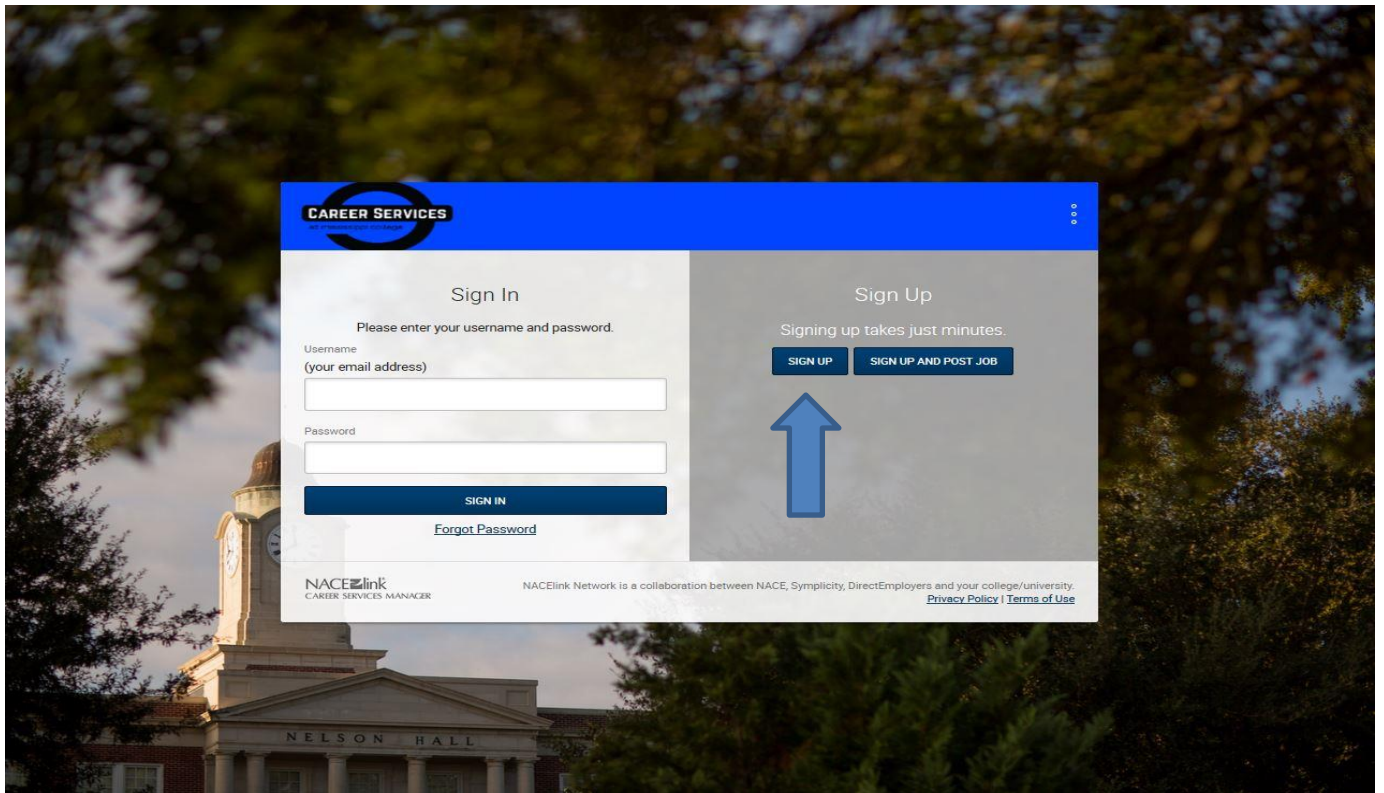
To register your account, go to www.mc.edu/career - click the CareerLink login button

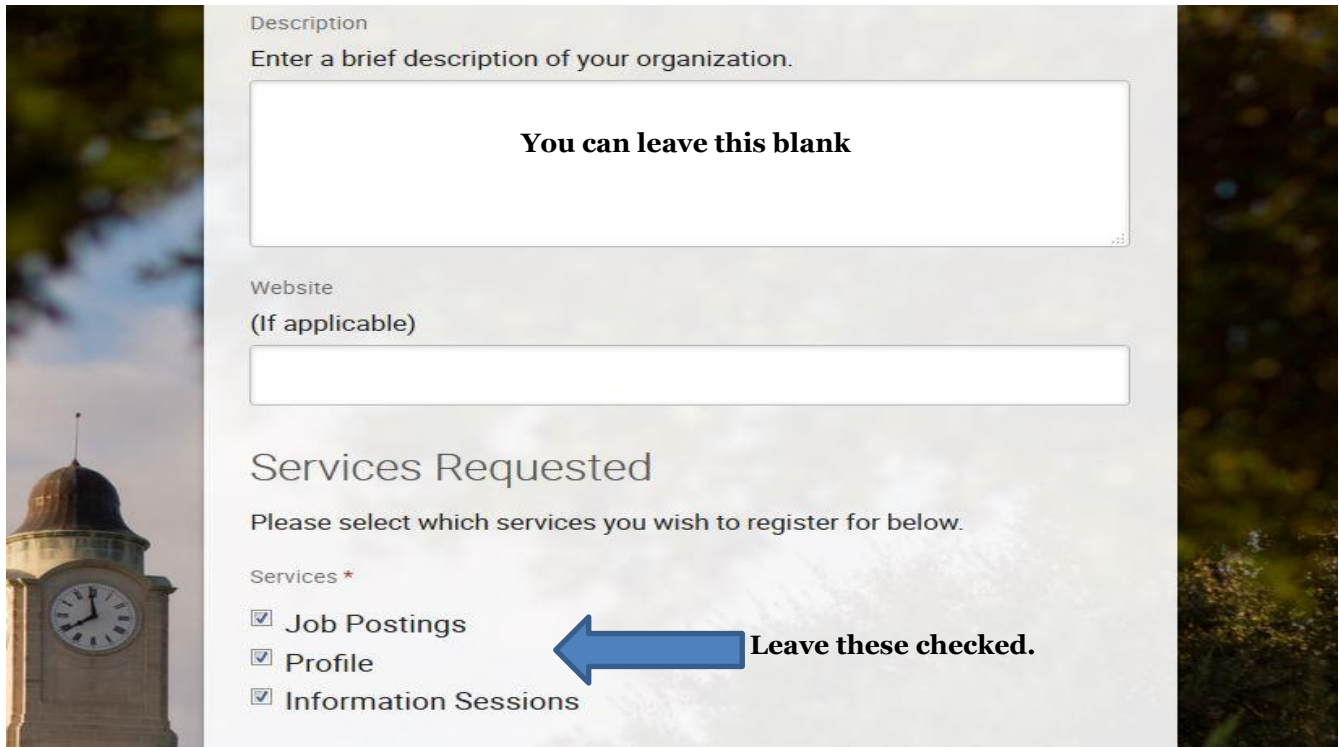


Indicate that you are an employer:



Follow the prompts to register:





Description
Enter a brief description of your organization.

You can leave this blank

Website
(If applicable)

Services Requested
Please select which services you wish to register for below.

Services *

- Job Postings
- Profile
- Information Sessions

← Leave these checked.

Fill out the rest of the information with your contact information.

You will get an e-mail with a link to set up your password.

Once you log in, your homepage will appear. You can then begin to create your job posting.

Click “Create job posting” to be taken to the job form.

Follow the prompts and fill out the job form to completion.

**First, indicate what type of job it is.
For on-campus jobs, the position type *MUST* be either “on-campus student employment” or “on-campus student employment – Federal Work Study”.**

Position Information

Copy Existing
Pick a position from which you'd like to copy data
Please review and edit your job title when copying a job

SHOW ARCHIVED

Position Type *

Career Services Use ONLY

On Campus Student Employment

On Campus - Federal Work Study

Work Term *

Title *

Job Description *

This indicates the time frame of the job: Fall, Spring, or Summer Semester Only or Full Year term

Employer Email *

Employer Phone Number

Employer On-Campus Office Location *

Office Room Number, If Applicable

Is your office housed in an academic or administrative department? *

Resume Receipt *

Choose how you would like to receive student resumes for non-ocr positions.

E-mail Accumulate Online Other (enter below)



E-mail: It will come to you one at a time.

Accumulate Online: You will receive a PDF packet on the expiration date you set with all of the resumes if you choose this AND yes for automatic packet generation below.

You must choose at least one of these.

Other: any additional steps you would like them to take.

At any time, you can log in to the system and see the students that have applied.

Automatic Application Packet Generation

If you would like to receive a packet of all student resumes at the end of the posting period, please click yes in addition to Accumulate Online (above).

yes no

Additional Documents

Which additional documents do you request for non-ocr positions:

Cover Letter Unofficial Transcript Writing Sample Other Documents

Requested Document Notes

Special instructions regarding requested documents.

If chosen, the system will prompt you to choose which additional document you would like to make required.

Posting Date *

(Job announcement will be posted on this date.)

Expiration Date *

(Job announcement will be removed on this date.)

Attachment(s)

Screening Criteria

Applicant Type *

Current Student
Federal Work Study
Alumni
Faculty/Staff

Choose one of the first two options. Whatever you chose for the position type should be chosen here. You can choose more than one by using the control button.

Work Authorization *

US Citizen/National
Permanent Resident
F-1 Student Visa
H-1B Visa
J-1 Visa

If the job allows, please open this up to international students by selecting US Citizen, Permanent Resident and F-1 Student Visa.

Major

ADD...

Degree Level

Bachelors
Masters
Doctorate
Law
Certificate

Class Level

Freshman
Sophomore
Junior
Senior
Graduate

Graduation Date (Start)

Two date selection dropdown menus for the start date.

Graduation Date (End)

Two date selection dropdown menus for the end date.

Minimum Grade Point Average

A single text input field for the minimum GPA.

Three buttons: SUBMIT, SAVE AND FINISH LATER, and CANCEL.

Once you complete the job form, it is available to view.

Job Postings

JOB POSTINGS (NON-OCR) STUDENT RESUMES (NON-OCR) ARCHIVED JOBS PUBLICATION REQUESTS

Keywords

(searches job title, ID, description, and organization name: min. 3 characters).

Search input field.

SEARCH CLEAR MORE FILTERS

POST A JOB

SORT BY: Expiration Date

TEST

On Campus Student Employment

ID: 6277

Expiring on Oct 24, 2016 Posted On Oct 24, 2016

Withdraw

1 Applicant

TEST

On Campus Student Employment

ID: 6319

Expiring on Nov 01, 2016 Posted On Nov 01, 2016

Withdraw

0 Applicants

Showing 1-2 of 2 results

Once you choose the student(s) you would like to hire, click one of the two options below.

Both of these will take you to the page where you can view the student(s) who applied.

The screenshot shows the Career Services Manager interface. A blue arrow points to the 'alerts' section, which displays a notification: '> 1 student(s) has(have) applied to your Non-OCR job postings.' Another blue arrow points to the 'Resources' section, which lists various actions such as 'Create Job Posting', 'View My Job Postings', 'View Applicants', 'Post a Company Profile', 'Request New Information Session', and 'View Information Session'. The left sidebar contains navigation options like Home, Profile, Jobs, Events, Career Outcomes, Surveys, Calendar, and Account. The footer contains the NACElink logo and text: 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. Privacy Policy | Terms of Use'.

Click the drop-down to access the job that you want to offer positions. Once you have selected the job, click the search button directly beneath the drop-down menu.

The screenshot shows the Job Postings page. The breadcrumb trail is 'Home / Jobs / Student Resumes (non-OCR)'. The page title is 'Job Postings'. There are four tabs: 'JOB POSTINGS (NON-OCR)', 'STUDENT RESUMES (NON-OCR)', 'ARCHIVED JOBS', and 'PUBLICATION REQUESTS'. A blue banner contains a lightbulb icon and text: 'To view PDF files, you may need Adobe Acrobat Reader. To view Excel files, you may need Excel Viewer 2003.' Below this is a form with a label 'Position: Choose position from drop-down menu for which you want to offer a job.' and a drop-down menu. A blue arrow points to the drop-down menu. Below the menu are 'SEARCH' and 'CLEAR' buttons. A blue arrow points to the 'SEARCH' button. Below the buttons is a 'MATCH OPTIONS' section with a checkbox and a dropdown arrow, and a '[show all]' link. Below that is a list of results, starting with 'John Doe', 'TEST - 6277', 'Submitted On Oct 24, 2016', and a 'Resume' download link. At the bottom, it says 'Showing 1-1 of 1 results' and another '[show all]' link.

Once you choose that job and click search, the “offer” function will appear.

Job Postings

[JOB POSTINGS \(NON-OCR\)](#) [STUDENT RESUMES \(NON-OCR\)](#) [ARCHIVED JOBS](#) [PUBLICATION REQUESTS](#)

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Position: Choose position from drop-down menu for which you want to offer a job.

TEST

SEARCH CLEAR

BATCH OPTIONS [\[show all\]](#)

John Doe
Submitted On Nov 01, 2016
Exp. Learning Job Offer: Yes
Student Availability: OFFER POSITION
Rank: select
Resume

Showing 1-1 of 1 results [\[show all\]](#)

Offer to as many students as you have positions that need to be filled.

Once you have offered the position, it will appear like this:

Position: Choose position from drop-down menu for which you want to offer a job.

TEST

SEARCH CLEAR

BATCH OPTIONS [\[show all\]](#)

John Doe
Submitted On Nov 01, 2016
Exp. Learning Job Offer: Yes
Student Availability: Offer Extended
(Offer Made: Nov 01, 2016, 11:42 AM)
WITHDRAW OFFER
Rank: select
Resume

Once the student accepts, you will receive an e-mail:



career-services@mc.edu

to oncampusjobs

Nov 01, 2016, 11:43 AM

Dear John Smith:

The following student has accepted your offer:

Student Name: John Doe

Email: sgandy6@gmail.com

The accepted offer is for the following position:

Job Title: TEST

....

Career Services

Mississippi College

601-925-3901

Web: www.mc.edu/career

Twitter: www.twitter.com/mccareers

Facebook: MC Career Services

To access the placement of the student and/or the evaluation forms click on the “on campus student employment” tab at the left of the page.

If you have any questions, please contact Career Services at 601-925-3901 or e-mail slgandy@mc.edu