

# 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 be linked to that school**. A link allows you to post jobs (at no cost) and view resumes of students and alumni at a school (provided the school has given you resume book access).

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## How to Link to a Partner School

1. From the school's Public eRecruiting home page, click "Employers log in here" in the Employer's box on the right side of the page.

**Zeta University 2**  
Experience eRecruiting Network

Choose a different school

Username:  Password:  # Enter [Forgot your password?](#)

**Students**

To login, use your Zeta University student ID as your username and your birthdate in format 'mmddyyyy' as your password.

Career Center Info  
Phone: 617-305-2222  
[Email the Career Center](#)  
[Go to the School Web Site](#)  
[Create account](#)

Welcome to the Experience eRecruiting Network at Zeta University 2!

**Zeta 2 eRecruiting**

**Newest Jobs**

- [test 6-3-10](#)  
Experience - MA - Boston
- [Partnerships Associate](#)  
TripAdvisor - MA - Newton
- [Sales Engineer](#)  
Innovatech Associates - Multi-Location
- [Business Development Executive - Inside Sales](#)  
Better Business Bureau - MA - Natick
- [test 5-18-10](#)  
Experience - MA - boston

[Quick Search](#) [See All Matches](#)

**Employers**

[Employers log in here](#)

Career Center Info  
Phone: 617-305-7400  
[Email the Career Center](#)

**Sign In**

**Jobs**

- [Newest](#)
- [Most Viewed](#)
- [Local Part Time Jobs](#)
- [Recommended](#)

**Content**

- [Recommended](#)

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.

Welcome!

**Zeta University 2**  
Experience eRecruiting Network

Welcome to the Zeta University 2 Career Center. To post opportunities to our students, you must first have an account. Please follow the instructions on the left side of the page to login or to create a new account. If you have questions, contact us at [careers@zeta2.edu](mailto:careers@zeta2.edu) or call 617-305-7400.

Customize!

Thank you!

Thank You!  
**Thank you!**

**experience**  
EXTRAORDINARY CAREERS START HERE  
experience.com

All companies want students with Experience.  
Since 1996, Experience has been building a new bridge between college and the working world - and over 100,000 employers use our network to reach nearly 2 million students and graduates from our partner schools and professional organizations all across the country. [Learn more](#) about how success comes with Experience.

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[Privacy Policy](#) | [Terms of Service](#)

**Employer Login**

Username

Password

[Login](#)

[Forgot your password?](#)

[Create an Account](#)

**Career Center Info.**  
Phone: 617-305-7400  
[Email the Career Center](#)

**experience**

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.
- b. 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).


Zeta 2 Career Services > Zeta 2 eRecruiting

experience PRODUCTS MANAGE JOBS CAREER FAIRS

HELP GO TO CANDIDATE ACCOUNT  
MY ACCOUNT MY ORDER LOGOUT

Zeta University2

WELCOME TO experience



Experience connects employers with the largest network of schools, students and alumni.

Zeta University2  
experience.com

Zeta University 2 is part of the Experience network. To access Zeta University 2 you must have an account with Experience.

Please provide your email or Experience username so we can check to see if you've already created an Experience account with any of the other schools in our network.

\* Email Address/Username

Enter your primary email address

Continue


Zeta 2 Career Services > Zeta 2 eRecruiting

experience PRODUCTS MANAGE JOBS CAREER FAIRS

HELP GO TO CANDIDATE ACCOUNT  
MY ACCOUNT MY ORDER LOGOUT

Zeta University2

WELCOME TO experience



Experience connects employers with the largest network of schools, students and alumni.

Email Address/Username  
atenney@experience.com

The email address you entered already has an Experience account.

Use the same password below that you use for your Experience account.

[Use a different email address or username](#)

\* Password

Enter your password to log in to your account  
[Forgot your password?](#)

Login

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  
EXTRAORDINARY CAREERS START HERE

*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

Zeta University2  
EXTRAORDINARY CAREERS START HERE

*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?

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

Academic  
Accounting  
Agriculture/Farming/Agribusiness  
Architecture - Commercial

Selected Industries  
No industries selected yet

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!

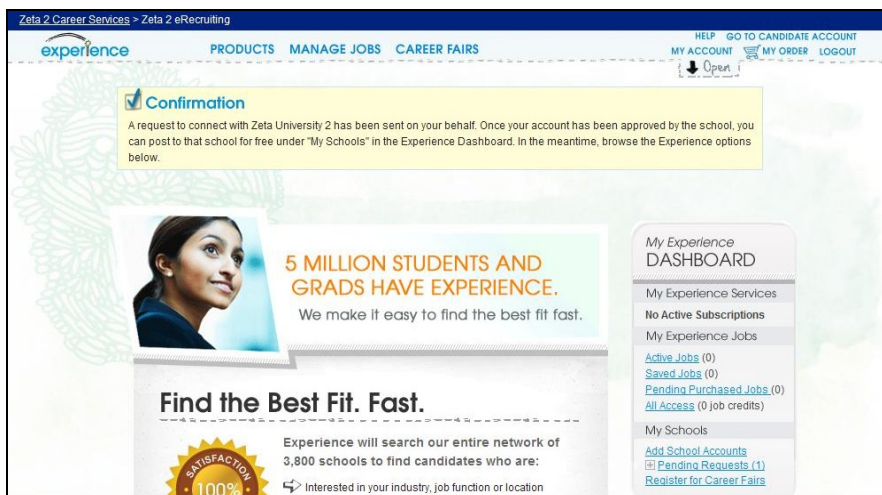
Accessible Senior Leadership  
Close-knit Team  
Commitment to Diversity

Selected Tags  
No tags selected yet

4. After logging in or creating a new account, you will be taken to the Employer Homepage. If this is the first time you have logged in through this partner school, a link request is automatically sent to that school and a confirmation message will inform you of the link request. **You will also be reminded that you cannot post any jobs to the school until that request has been approved.**

b. To check the status of the link request, look under the “My Schools” section of your “My Experience Dashboard” located on the right side of the employer homepage.

1. Click on “Pending Requests” to view link requests.
2. Click on “Access My Schools” to view approved links, post jobs, and see resumes (if applicable).
3. **Click on “Link More School Accounts” to request more links and access candidates from other Experience partner schools.**



**Note:** 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.

## How to 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.

Note:

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

-By clicking “Access My Schools” and going through a specific partner school, you can post a job to that specific school **for free**.

The screenshot shows the Experience Network employer homepage. At the top, there is a navigation bar with links for PRODUCTS, MANAGE JOBS, CANDIDATE SEARCH, and CAREER FAIRS. 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, there is a large banner with a woman's face and the text "5 MILLION STUDENTS AND GRADS HAVE EXPERIENCE. We make it easy to find the best fit fast." Below the banner, there is a section titled "Find the Best Fit. Fast." with a "100% SATISFACTION GUARANTEED" badge. The text below this section states: "Experience will search our entire network of 3,800 schools to find candidates who are:" followed by three bullet points: "Interested in your industry, job function or location", "Qualified with the specific skills and work experience you need", and "Students or grads from your target schools". There is a "Post a Job" button with a play icon. On the right side of the dashboard, there is a "My Experience DASHBOARD" section with a "My Experience Services" sub-section showing "No Active Subscriptions" and "My Experience Jobs" sub-section showing "Active Jobs (0)", "Saved Jobs (0)", "Pending Purchased Jobs (0)", and "All Access (0 job credits)". Below this is a "My Schools" section with the text "You logged in from Zeta University 2." and links for "Access My Schools (1)", "Add School Accounts", and "Register for Career Fairs". At the bottom right, there is a "FEATURED PRODUCT" section for "Proactively".

2. Now choose what school to post to: Click on “Access My Schools” and under “Your Linked Schools,” click the name of the partner school you want to post to **for free**.

Note:

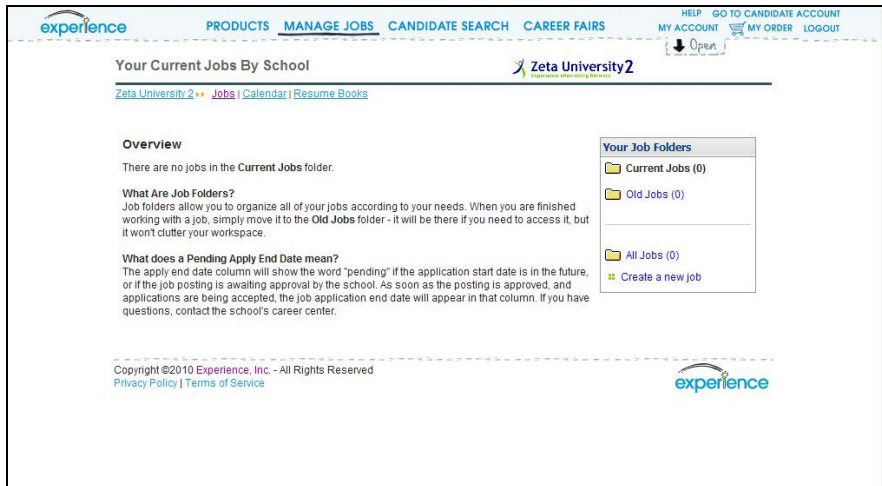
-The “Experience Network” section refers to your ability to post a job to the Experience Network, **for a fee**.

-You can also request to link to our partner schools from the “Link More Schools” box on the right side of the page.

**-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.**

3. Once on a specific school's profile page, click "Jobs" under Overview

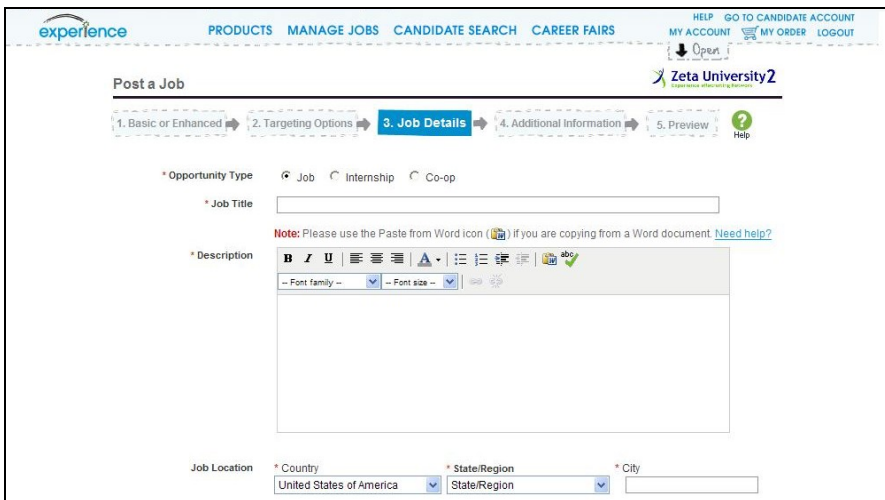
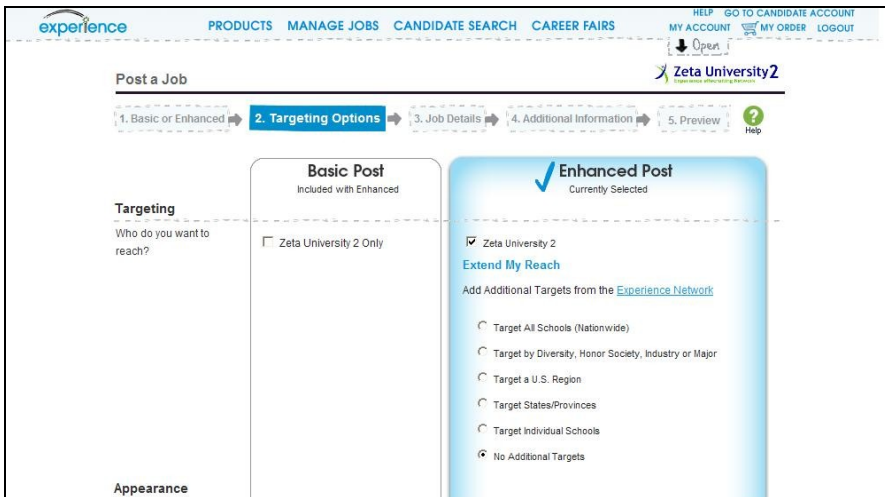
4. This will bring you to the Jobs page for the school. To create a new job, click "Create a new job" at the bottom of the "Your Job Folders" box on the right side of the page.



5. Next, decide whether you want to use a basic or enhanced post.
  - a. **The enhanced post is an upgraded post, for a fee.** By using an enhanced post, you get the following benefits:
    1. Posting to all of the schools on your account
    2. Posting to additional candidates from our network (target by school, state, region, or all)
    3. Make your job stand out with a stylized template, custom html editor, and ability to add logo/link
    4. Reporting on all job activity (i.e. search results, total views, clicks to apply)
    5. Highlighted search results
      - a. In other words, when a candidate runs a job search, Enhanced Post jobs are highlighted within the search results.
  - b. This will not effect the information you provide to the school, but it will affect how your job posting looks and will enhance the reporting results provided.



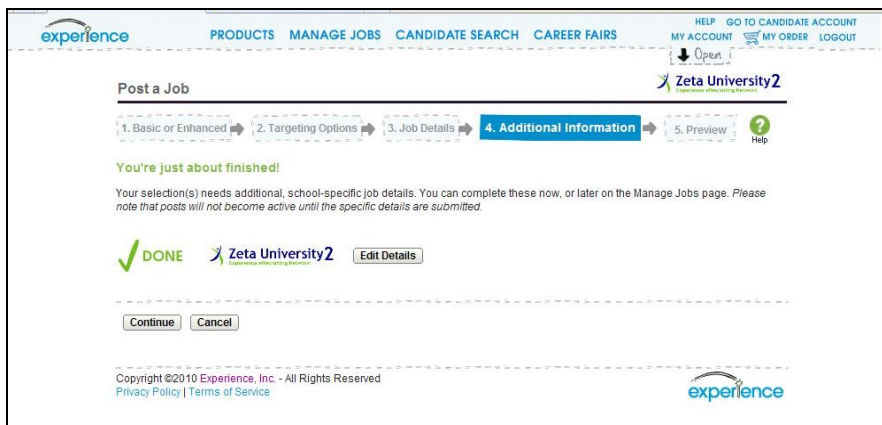
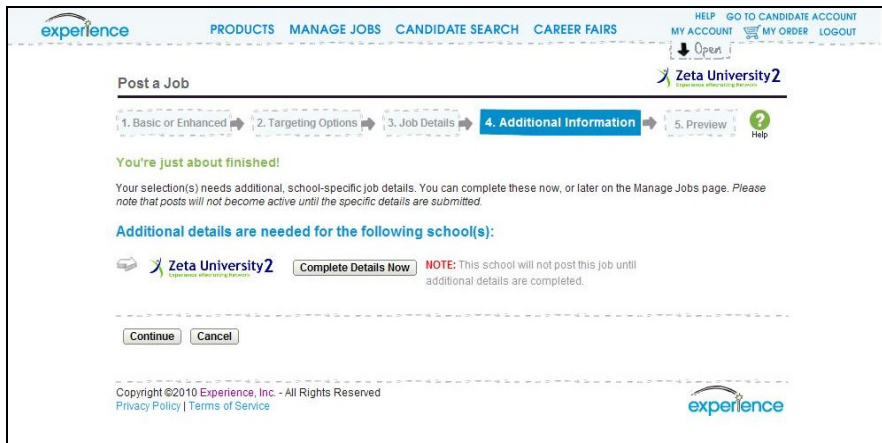
6. You will then be sent through two more pages, where you will choose your targeting preferences and provide details for the job you are posting.



7. Once you have completed the Job Details page, you will be prompted to complete more information that is specific to the school.

Note:

-While you can continue without providing this information, **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. If satisfied with the job, click “Continue” to post the job.

Note:

-Editing the job

-You can edit the job by clicking the previous steps in the progress bar at the top of the page.

-You can also edit the job after posting it by clicking on “Manage Jobs” at the top of the page.

**-You cannot edit the dates associated with your job, though you may contact the partner school to do so.**

-Some schools review postings as a way of screening the jobs that appear in front of their students. If this is the case, the job will not be posted until it

has been approved by the school.

**Post a Job**

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

This is how your posting will appear to candidates. If you'd like to make changes to your job go to the [Job Details](#) page.

**Marketing Intern**

Experience

**Location:**  
Boston, Massachusetts, United States of America

**Job Information**  
Pay Type:  
Paid

**Review Your Order**

Qty	Item	Debit/Credit(-)
1	Enhanced Post Job Title: Marketing Intern Targeting: Zeta University 2	\$75.00
<b>Total:</b>		<b>\$75.00</b>

**Payment Details**  
Payment Amount: \$75.00

**Purchase Order Number**  
If your company requires a Purchase Order, please fill in the purchase order number here.

**Credit Card Information**  
\* Card Type: choose one...  
\* Card Number:

Your payment is secured through Payflow Pro a PayPal™ product.

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.