

CareerCentral Employer Instructions

Bob Jones University

Employers must read and agree to the **Employer User Agreement** before using CareerCentral.

Create An Account In CareerCentral

1. Click on employer registration and login
2. Click on either "Register" or "Register and post a job to BJU"
3. Fill out the information requested and click Submit.
4. Your registration will be sent to the Career Services office for approval.
You will receive an e-mail notification when it has been approved (the e-mail will include your username and password).

Log Into CareerCentral

1. When your account has been approved, go to <http://bju-csm.symlicity.com/employers/>
2. Enter your username (e-mail address) and password
3. You are now on your home page.

Change Your Password

1. In the top navigation bar, click on My Account.
2. Click on the Password/Preferences tab.
3. Enter a new password of your choosing.

Create A Profile For Your Organization

Your CareerCentral account gives your organization the opportunity to establish itself as an "employer of choice" in a quick, easy format.

1. Click the ORGANIZATION PROFILE tab in the top navigation bar.
2. You'll see 3 sections to complete: who we are, key statistics, and company culture. You may enter information in any or all of the fields. Only areas you complete will be viewed by students and alumni.
3. This is your opportunity to promote your organization to prospective employees.

NOTE: If you are a BJU graduate, in the "Industry" field under the Who We Are tab, choose BJU Alumnus in addition to your employer industry.
(Hold down the CTRL key to make multiple selections.)

Posting A Job

The following types of positions may be posted on CareerCentral:

Full-time—Permanent & Temporary

Part-time—Professional

Internships—Non Academic

1. Click the JOB POSTINGS tab in the top navigation bar.
2. Click the ADD NEW button
3. Enter the information about the job you wish to post.
(Tip: Under the Job Function field, select as many options as will fit the position. This is one of the fields that Students/Alumni will use to search for jobs and you want to be sure they find your job.)
4. Required items are marked with an asterisk (*)
5. You have the option of having resumes e-mailed to you as they are submitted by students/alumni or you can have them accumulate online until the job posting expires. Either way, resumes will be available to you online.
6. Click SUBMIT
7. The job posting will be sent to the Career Services office for approval, and you will receive an e-mail notification when it has been approved.

Viewing Applicants For Job Postings

An ALERT will appear on the bottom of your CareerCentral home page when someone has submitted a resume for a job posting (if you choose to have resumes e-mailed to you as they are submitted, you will also receive an e-mail notification).

1. Click on the announcement under ALERTS or click the JOB POSTINGS tab in the top navigation bar
2. Click the STUDENT/ALUMNUS RESUMES tab
3. Click the resume icon in the Documents column to view the resume
4. An e-mail may be sent to one or all applicants directly through the system: Check the box beside the person's name and click on the Batch Option "mail to checked"

Note: Clicking the + sign at the top of the column of boxes will put a check beside everyone's name; clicking the – sign will remove all check marks)

5. A resume book can be created by checking the box beside the names of the resumes you wish to include and selecting the Batch Option "generate book"
6. You will receive an e-mail notification when the resume book is ready to be downloaded. You may then print the resume book and/or save it into your computer files.

Viewing Resume Books

Students and alumni who have chosen to make their resume available to employers to view are put into Resume Books.

1. Click RESUME BOOKS on the top navigation bar of your home page.
2. If there is more than one resume book, select the book you wish to view.
3. You may search the book using the search fields at the top of the page or continue to the Advanced Search tab for more searchable fields.
4. Things you can do with your search results:
 - View resumes by clicking the Resume icon
 - Check mark selected student name(s) to:
 - Send e-mail
 - Save results as an Excel file
 - Generate a resume book that may be printed and/or saved into your computer files

NOTE: Keep in mind that there are probably several students and alumni in the system who have chosen not to have their resume open to employers and are not included in the Resume Books. These individuals are searching the job postings and will apply to those that interest them.

Be sure you are posting all of your jobs as they become available, so you don't miss out on some great candidates!

Multiple-School Job Postings

1. CareerCentral is part of the NACELink network. While you are posting your jobs on CareerCentral, for a nominal fee paid to NACELink, you can also post those opportunities to any or all 600+ schools who are part of the NACELink network.
For a list of participating schools: http://www.nacelink.com/nl_schools_list.php
For pricing information: http://www.nacelink.com/nl_pricing.php
2. Click the JOB POSTINGS tab and select Multi-School Postings (Paid).
3. Click the ADD NEW button, enter your job information, and click Submit.
4. You will then select the schools where you want your position posted. A pricing schedule will appear on the right, along with the cost of posting your position.
5. If you agree to the charge, click Submit. If you disagree click Delete.
6. You will be asked to enter your credit card information to cover the charge.