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# The University of Maine



## EMPLOYER GUIDE

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# I. Getting Started

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## About the System

CareerLink allows employers to create a personal profile, participate in professional networking, maintain a calendar, post jobs, review and track applicants and participate in on-campus recruiting. Please keep in mind that the University of Maine has not enabled all features for all Users. The **Main Navigation Bar** will present which features are accessible to you. For example, some Users will be able to update and view Employer Profile information; others will only have access to their personal Contact Information, as shown below.

For employers interested in On-Campus Recruiting, hiring Interns or hiring soon-to-be graduates, please contact the Career Center at (207) 581-1359 for information on how to do so through CareerLink.

Employer Home Page with Profile Tab

The screenshot shows the CareerLink Employer Home Page. At the top, a blue navigation bar contains the following tabs: home, account, calendar, profile, and jobs. A callout box labeled "Main Navigation Bar" points to this bar. Below the navigation bar, the page content is divided into several sections:

- Welcome, Amy MacDougall.** (User greeting)
- Announcements:** There are no announcements at this time.
- Alerts:** There are no current alerts.
- SHORTCUTS:** A list of quick actions including: Create Job Posting, View Job Postings, View Applicants, View Participating NACElink Schools, Post a Profile, View Document Library, Post a Job to Multiple Schools (Fee Based), and View Multi-School Postings.
- Calendar:** A calendar for July 2011, with the 18th highlighted.
- Feedback:** A message that says "Your feedback is welcome."

At the bottom of the page, there is a footer with the NACElink logo (software by symplcity) and the text: "NACElink Network is a collaboration between NACE, Symplcity, DirectEmployers and your college/university. NACElink Privacy Policy | NACElink User Agreement".

## Employer Home Page without Profile Tab

home account calendar jobs

Welcome, Amy MacDougall. Amy MacDougall @ Student Employment Help

### Announcements

There are no announcements at this time.

### Alerts

There are no current alerts.

#### SHORTCUTS

- Create Job Posting
- View Job Postings
- View Applicants
- View Participating NACElink Schools
- Post a Profile
- View Document Library
- Post a Job to Multiple Schools (Fee Based)
- View Multi-School Postings

July 2011




26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Your feedback is welcome.



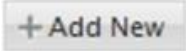

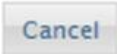
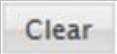




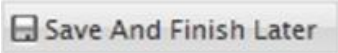
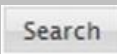
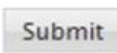
NACElink NETWORK software by symplivity

NACElink Network is a collaboration between NACE, Symplivity, DirectEmployers and your college/university. [NACElink Privacy Policy](#) | [NACElink User Agreement](#)

## Helpful Hints on Navigating the System

- Click on the **Help** button  at any time for help.
- Don't use your browser's back button – use the **Back**  navigation that is present in CareerLink.
- Only have one session open at a time. Don't open multiple session windows at the same time.
- Click on the printer icon,  located at the top right to create a printer-friendly image of any screen.

## System Key Terms

TERM	WHAT TO LOOK FOR	DESCRIPTION
Accessible Mode	 	Enables or Disables select interface enhancements to ensure Users of assistive technologies have full and equal access to all aspects of this web site.
Add New		Allows User to add a new record.
Back		Returns the User to the previous screen. (Note: Use the Back button within this system, NOT the back button on your browser.)
Cancel		Return to the previous page without saving changes.
Clear		Clears the selected search criteria.
Help		Opens the Help Topics window. (Note: The Help button is located at the top right-hand corner of the screen.)
Next and Previous		Shows the next or previous page in a multi-page list.
Required Field		Indicates data entry into this field is required before the Save or Submit button can be used.
Save		Saves the User's work and leaves the User on the current page.
Save and Finish Later		Allows the User to create a job posting and save it before submitting for the school to approve.
Search		Searches the records based on the criteria selected.
Submit		Saves the open record and brings the User back to the previous screen.

Note: There is a difference between **Save** and **Submit**. **Save** keeps the User on the current page. **Submit** saves and takes the User to the *previous* screen.

Note: Pay close attention to Required Fields – you will not be able to submit data if any required fields are left blank.

## II. Basic Account Information

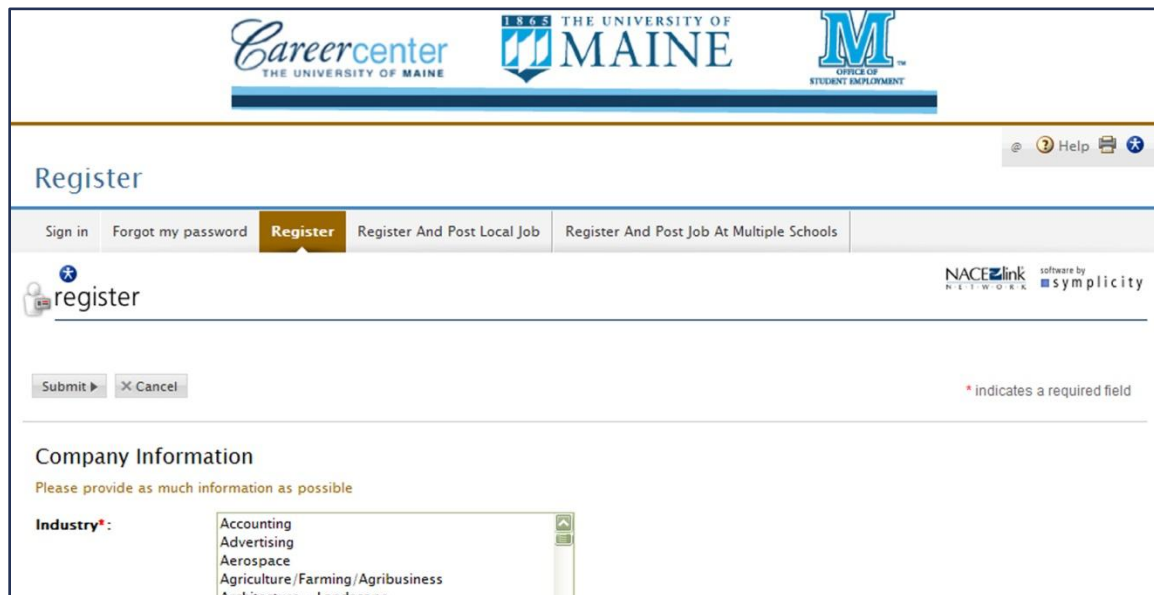
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### Registering an Account

*Note:* If you receive a Username and Password, you *do not* need to register an account – we have created one for you already. Simply Log-In with your information (see next page).

To register for an account with the University of Maine CareerLink, you may go to our website at [www.umaine.edu/studemp](http://www.umaine.edu/studemp) and click on the Online Job Search Tab. From there, click on the **CareerLink Employer Log-In**. Alternatively, you may go directly to <https://maine-csm.symlicity.com/employers/>.

*Register an Account Screen*



The screenshot shows the 'Register' page of the University of Maine CareerLink system. At the top, there are logos for 'Careercenter THE UNIVERSITY OF MAINE', 'THE UNIVERSITY OF MAINE', and 'OFFICE OF STUDENT EMPLOYMENT'. Below the logos is a navigation bar with tabs: 'Sign in', 'Forgot my password', 'Register' (highlighted), 'Register And Post Local Job', and 'Register And Post Job At Multiple Schools'. The main content area is titled 'register' and includes a 'Submit' button and a 'Cancel' button. Below this is a section for 'Company Information' with the instruction 'Please provide as much information as possible'. The 'Industry\*' dropdown menu is open, showing options: Accounting, Advertising, Aerospace, Agriculture/Farming/Agribusiness, and Architecture - Landscape. A note indicates that an asterisk (\*) denotes a required field. The page also features a 'NACElink' logo and 'software by symlicity'.

Click on the **Register Tab** to create a NEW account *or* **Register and Post Local Job** to create a NEW account AND post a new job immediately – otherwise you will have to wait for the approval from the Office of Student Employment before you may enter your open position. Once you complete the registration process, the Office of Student Employment will review your application and approve you or contact you for further information.

***Important Note:*** If you **Register** or **Register and Post a Local Job**, this is a FREE service provided to you. If you click on **Register and Post a Job at Multiple Schools**, you will have to PAY for this service. If you are a University of Maine student employer, it is VERY rare that you would ever want to use this function and not necessary in the process of hiring UMaine students.

## Logging into your Account

You will receive an e-mail when you have been registered as an Employer welcoming you to the CareerLink system. This e-mail will contain your Username and Password which you will need to log into your account. For your convenience, you may wish to write your Username and Password in this Guide.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### Instructions

1. Go to <http://www.umaine.edu/studemp/>.
2. Click on the Online Job Search Tab.
3. Click on CareerLink Employer Log-In.
4. Enter your Username (your e-mail) & Password in the Employer Log-In section.
5. You are now on your UMaine CareerLink Home Page.

### Employer Log-In Screen

The screenshot shows the CareerLink Employer Log-In screen for The University of Maine. The page features the logos for Careercenter, THE UNIVERSITY OF MAINE, and the Office of Student Employment. The main heading is "Sign In". Below this, there are navigation tabs: "Sign in" (selected), "Forgot my password", "Register", "Register And Post Local Job", and "Register And Post Job At Multiple Schools". The "log-in" section prompts the user to enter their username and password, with a "Go" button and links for "Reset" and "Forgot Password". The "register" section prompts the user to register for a new account, with buttons for "Register", "Register And Post Local Job", and "Register and Post A Multi-School Job". The footer includes the NACElink Network logo (software by symlicity) and a statement that the NACElink Network is a collaboration between NACE, Symlicity, DirectEmployers, and the user's college/university. Links for "NACElink Privacy Policy" and "NACElink User Agreement" are also provided.

## Changing your Password

*Note:* All Passwords are encrypted and therefore not viewable in the system. Our office will **not** be able to tell you what your Password is. If you forget your Password, you will need to click on the **Forgot my Password Tab** on the UMaine CareerLink Log-In page to have your password reset and emailed to you (see page 7).

### Instructions

1. Click on the **Account Tab**, and then click on the **Password/Preferences Tab**.
2. Enter your Old Password.
3. Enter your New Password.
4. Re-enter your New Password.
5. Click **Save**.

### *Password Change Screen*

The screenshot shows the 'account' page with the 'Password/Preferences' tab selected. The page includes a navigation bar with 'home', 'account', 'calendar', 'profile', and 'jobs'. A welcome message for 'Amy MacDougall' is displayed. The 'Password/Preferences' section contains three password input fields: 'Old Password', 'New Password', and a confirmation 'New Password' field. There are 'Save' and 'Reset Form' buttons. An 'Accessible Mode' section is also present with radio buttons for 'Yes' and 'No'. The footer contains logos for NACElink and Symplicity, and a note about the NACElink Network collaboration.

home account calendar profile jobs

Welcome, Amy MacDougall. Amy MacDougall @ Student Employment Help

account

Personal Profile **Password/Preferences** Document Library

Save Reset Form

**Old Password**  
Please enter your current password.

**New Password**  
Please enter your new password.

**New Password**  
Please re-enter your new password to confirm.

**Accessible Mode (for visually impaired users)**  
Improves accessibility and compatibility with screen reader software  
 Yes  No

Save Reset Form

NACElink NETWORK software by symplicity

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.  
[NACElink Privacy Policy](#) | [NACElink User Agreement](#)

# III. System Overview

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## Home Page Highlights

### Announcements

Check here regularly for important announcements.

### Alerts

These are time-sensitive reminders critical to your successful use of the system.

### Shortcuts

You will find direct links to the pages Users access use most.

### Calendar

View your scheduled activities by date including interviews, events, etc.

### Feedback

Your feedback is encouraged so we will know how we can better serve you.

### *Employer Home Page*

The screenshot shows the user interface for Amy MacDougall, a Student Employment user. The top navigation bar includes links for home, account, calendar, profile, and jobs. The main content area is divided into several sections:

- Announcements:** A section with a megaphone icon stating "There are no announcements at this time."
- Alerts:** A section with a red alert icon stating "There are no current alerts."
- SHORTCUTS:** A vertical list of buttons for quick access to various features:
  - Create Job Posting
  - View Job Postings
  - View Applicants
  - View Participating NACElink Schools
  - Post a Profile
  - View Document Library
  - Post a Job to Multiple Schools (Fee Based)
  - View Multi-School Postings
- Calendar:** A calendar for July 2011 with the 18th highlighted.
- Feedback:** A small icon and text stating "Your feedback is welcome."

The footer contains the NACElink logo (software by symplicity) and a disclaimer: "NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university." It also includes links to the "NACElink Privacy Policy" and "NACElink User Agreement".

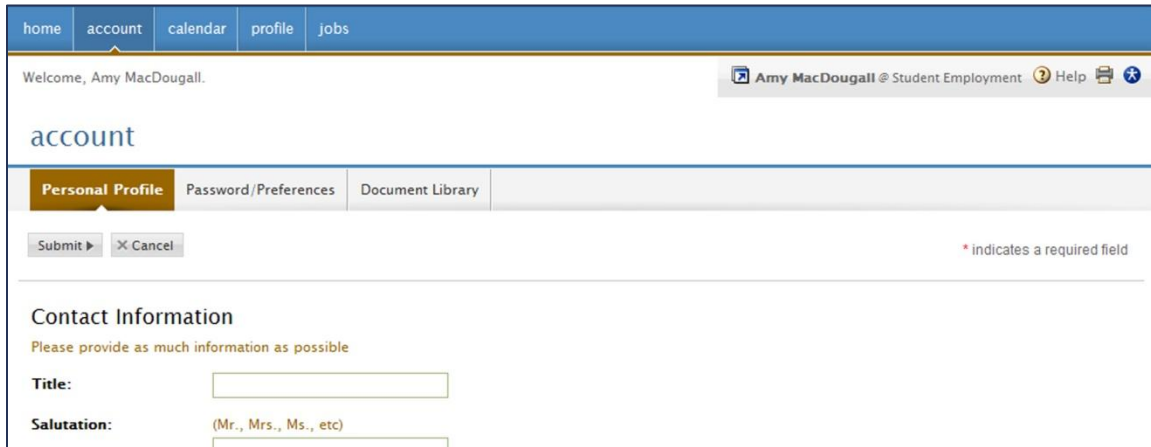
# Employer Menu Choices

## Account Tab

**Personal Profile:** Update your personal profile as an individual User in the system.

**Password/Preferences:** Change your password and set accessibility options.

**Document Library:** Access documents in your library.



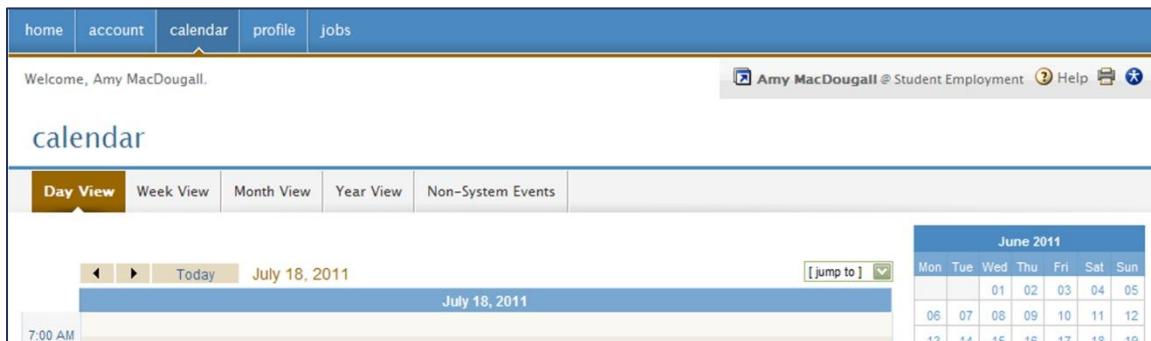
## Calendar Tab

The calendar allows the User to view any important dates as well as allowing the User to enter personal events.

**Review Events:** Review important dates by clicking on the highlighted dates in the inset calendar on the right (if there is an event that day, the date will be highlighted).

**Add an Event:** To add an event on the calendar, double-click the appropriate time slot to open the **New Event** window or click **Add New** from the **Non-System Events Tab**. Enter the details of the event with the title, description and location. Click the **Save** button to save changes.

**Editing or Deleting an Event:** Click the title of the event to edit or delete directly from the calendar.



## Profile Tab

This Tab will not be available to everyone. Only those with Employer Profile Access will be granted permission to edit this Employer Profile information. If you have questions about access to your Employer Profile, please call our office at (207) 581-1349.

You will only need to complete this information once and you may update the information at any time. Please provide as much information you wish about your department or organization.

Clicking on the **Next** [◀ Previous next ▶](#) link at the bottom of each screen will take you to the next Tab. Alternatively, you may click on any Tab you wish at the **Profile Tool Bar** to go to a specific section.

### 1. Who We Are

Any information you provide in this section will help students better understand what your department or organization does and therefore will translate to better-fit employees applying for your open positions! You do not need to fill out every field, especially if it does not apply to your department or organization.

The screenshot displays the 'Who We Are' profile tab interface. At the top, there is a navigation bar with links for 'home', 'account', 'calendar', 'profile', and 'jobs'. Below this is a 'Profile Tool Bar' with tabs for 'Who We Are', 'Key Statistics', 'Company Culture', 'Logo', 'Student Viewable Contacts', 'Photos', 'Videos', and 'Auto-Fill'. The 'Who We Are' tab is selected. The main content area is titled 'Who We Are (part 1 of 7)' and includes instructions: 'Simply fill in the fields below with the appropriate content. Some fields have additional options'. There are two main sections: 'Industry:' with a dropdown menu listing various industries like Accounting, Advertising, Aerospace, Agriculture/Farming/Agribusiness, Architecture - Landscape, Architecture/Urban Planning, Arts, and Arts & Entertainment - Film/Video; and 'Overview:' with a text area for submitting an overview of the organization. On the right side, there is a 'COMPLETION STATUS' section with a list of fields and their completion status, indicated by radio buttons. The 'Address' field is checked, while others are unchecked. Below the completion status are sections for 'Key Statistics' and 'Corporate Culture'.

**Industry:** Select the industry type your organization belongs to.

**Overview:** Provide an overview of your organization if you wish.

**Products and Services:** Enter a description of the basic products and services your organization or department offers.

**Divisions/Departments:** If you have multiple divisions or departments, enter them here.

**Achievements:** List any significant achievements your department or organization has received.

**Awards:** List any significant awards your department or organization has received.

**Future of Our Company:** Describe where your organization sees itself in the next 3 years.

**Competitors:** If you have competitors, you may choose to list them.

**Address:** Please enter your department or organization's physical address.

**Attachment:** If you have any documents you wish to upload you may do it here.

**Twitter URL:** If you have a Twitter Account you would like to share you may enter it here.

**Facebook URL:** If you would like to share your Facebook URL, you may enter it here.

**Post LinkedIn Connections?** If you would like others to see your connections through LinkedIn you can opt to do so here.

## 2. Key Statistics

Student Employers will likely leave most of this section blank but filling in the website data (as applicable) may be a helpful tool for students looking to gather more information about your organization or department.

The screenshot shows a web application interface for a user named Amy MacDougall. The top navigation bar includes links for 'home', 'account', 'calendar', 'profile', and 'jobs'. Below the navigation bar, there is a welcome message and a user profile header. The main content area is titled 'profile' and contains several tabs: 'Who We Are', 'Key Statistics', 'Company Culture', 'Logo', 'Student Viewable Contacts', 'Photos', 'Videos', and 'Auto-Fill'. The 'Key Statistics' tab is currently selected. Below the tabs, there is a 'Copy From:' dropdown menu set to '[select office]', with 'Save Changes' and 'Cancel' buttons. The 'Key Statistics (part 2 of 7)' section includes instructions: 'INSTRUCTIONS: Please enter this data to the best of your ability.' and a 'Website:' label with a text input field and the prompt 'Please enter your organization's web site address.' On the right side, there is a 'COMPLETION STATUS' section with a 'Who We Are' sub-section and a 'Key Statistics' sub-section. The 'Key Statistics' sub-section lists four items with radio buttons: 'Website', 'Stock Symbol', 'Number of Employees', and 'Number of Expected College Hires'.

### 3. Company Culture

You may choose to enter information on the following but are not required to do so:

#### Working Environment

**Dress Code:** This may be important to note especially for on-campus positions if you have a dress code.

#### Travel

#### Diversity

#### Training

#### Tuition Reimbursement

#### Working Hours and Vacation

#### Career Track Advancement

#### Where Alumni Go

#### Office Locations

#### A Day in the Life

#### Social Functions

The screenshot shows a web application interface for a user named Amy MacDougall. The top navigation bar includes links for 'home', 'account', 'calendar', 'profile', and 'jobs'. The user is logged in as 'Amy MacDougall @ Student Employment'. The main content area is titled 'profile' and has a sub-navigation bar with 'Who We Are', 'Key Statistics', 'Company Culture' (highlighted), 'Logo', 'Student Viewable Contacts', 'Photos', 'Videos', and 'Auto-Fill'. Below this, there is a 'Copy From' dropdown menu set to '[select office]' and buttons for 'Save Changes' and 'Cancel'. The main section is 'Company Culture (part 3 of 7)' with instructions: 'INSTRUCTIONS: Simply fill in the fields below with the appropriate content. Some fields have additional options.' There are three main input sections: 1. 'Working Environment: Please describe your organization's work environment.' with a large text area and a 'Check Spelling' button. 2. 'Dress Code: Please check the typical business attire found in your organization. You may also submit additional information.' with a dropdown menu. 3. 'Dress Code: Additional Information:' with a text area. On the right side, there is a 'COMPLETION STATUS' sidebar with a list of categories and their completion status: 'Who We Are', 'Key Statistics', 'Corporate Culture' (with sub-items: Working Environment, Dress Code, Dress Code: Additional Information, Travel, Travel: Additional Information, Diversity, Training, Tuition Reimbursement, Tuition Reimbursement: Additional Information), and 'Working Hours and Vacation'.

## 4. Logo

You may upload your logo image file (using EPS file format) to your Employer Profile.

home account calendar profile jobs

Welcome, Amy MacDougall. Amy MacDougall @ Student Employment Help

profile

Who We Are Key Statistics Company Culture **Logo** Student Viewable Contacts Photos Videos Auto-Fill

Copy From: [select office]

Save Changes Clear Logo Cancel

Logo (part 4 of 7)

INSTRUCTIONS: Click on [Browse] to select the logo image on your hard drive and click on [save changes]. Please use EPS image format.

Company Logo: Please select logo image to upload.

Image File Browse

COMPLETION STATUS

- Who We Are
- Key Statistics
- Corporate Culture
- Logo
- Company Logo

## 5. Student Viewable Contacts

When a student views your Employer Profile you have the option to have them view certain contact people or no contact person at all. If you would like to have students view a particular person's contact information associated with your organization or department, enter it here. When you post a new job, you will be able to enter contact information there as well. The Student Viewable Contact(s), however, will always be viewable to students under the Employer Profile regardless of whether positions are open.

home account calendar profile jobs

Welcome, Amy MacDougall. Amy MacDougall @ Student Employment Help

profile

Who We Are Key Statistics Company Culture Logo **Student Viewable Contacts** Photos Videos Auto-Fill

Student Viewable Contacts (part 5 of 7)

The contact information entered here will be displayed to students when they research your company.

Email Keywords

Apply Clear

Remove From Student View Items 1-1 of 1 SHOW 20 per page

Viewable Contacts	Title	Email	Phone
<input type="checkbox"/>	Amy MacDougall	amy.macdougall@umit.maine.edu	207-581-1349

+ Add New Items 1-1 of 1

NACElink software by simplicity

NACElink Network is a collaboration between NACE, Simplicity, DirectEmployers and your college/university. NACElink Privacy Policy | NACElink User Agreement

## 6. Photos

You may display photos from a Flickr or Picasa account if you wish here.

The screenshot shows a web interface for profile management. At the top, there is a navigation bar with links for 'home', 'account', 'calendar', 'profile', and 'jobs'. Below this, a welcome message reads 'Welcome, Amy MacDougall.' and a user profile summary for 'Amy MacDougall @ Student Employment' is visible. The main content area is titled 'profile' and features a sub-navigation bar with tabs for 'Who We Are', 'Key Statistics', 'Company Culture', 'Logo', 'Student Viewable Contacts', 'Photos', 'Videos', and 'Auto-Fill'. The 'Photos' tab is currently selected. Below the navigation, there are 'Save Changes' and 'Cancel' buttons, and a note that an asterisk indicates a required field. The main section is titled 'Photos (part 6 of 7)'. It contains two sections: 'Flickr Link:' with instructions to enter a Flickr set/username and a text input field; and 'Picasa Link:' with instructions to enter a Picasa album/username and a text input field. On the right side, a 'COMPLETION STATUS' sidebar lists 'Who We Are', 'Key Statistics', 'Corporate Culture', and 'Logo'.

## 7. Videos

If your company has any YouTube videos you would like to post, you may do so here.

The screenshot shows the same web interface as above, but with the 'Videos' tab selected in the sub-navigation bar. The main section is titled 'Videos (part 7 of 7)'. It features a 'Youtube Video:' section with the instruction 'Please input the youtube URLs you want to display'. Below this, there is a 'Youtube Video URL' container. Inside this container, there is a 'Label' input field with a 'Set Featured Video' button next to it, and a 'Video URL' input field. At the bottom of the container, there are 'Delete' and 'Add New Video URL' buttons. The 'COMPLETION STATUS' sidebar on the right remains the same, listing 'Who We Are', 'Key Statistics', 'Corporate Culture', and 'Logo'.

## 8. Auto-Fill

This function is only useful if you have a profile on another Symplicity powered system and is not applicable to most Student Employment employers.

The screenshot shows a web interface for a user named Amy MacDougall. The top navigation bar includes links for home, account, calendar, profile, and jobs. The user is logged in as Amy MacDougall @ Student Employment. The main content area is titled 'profile' and has a sub-menu with options: Who We Are, Key Statistics, Company Culture, Logo, Student Viewable Contacts, Photos, Videos, and Auto-Fill (which is currently selected). Below the sub-menu, the page is titled 'Sympkey: Auto-Fill Data'. A message explains that if the user has a profile on another Symplicity system, they can import data. A dropdown menu for 'Available sources' currently shows '[no available sources]'. There are radio buttons for 'Overwrite Existing Data' with 'Yes' and 'No' options, where 'No' is selected. An 'Import Profile Data' button is located at the bottom of the form.

home account calendar profile jobs

Welcome, Amy MacDougall. Amy MacDougall @ Student Employment Help

profile

Who We Are Key Statistics Company Culture Logo Student Viewable Contacts Photos Videos **Auto-Fill**

Sympkey: Auto-Fill Data

If you have registered and created a profile on other Symplicity powered systems, you may copy your profile data into this system from there. Select an entry from the list below to continue, or simply click away to cancel this operation.

**Available sources:** [no available sources]

**Overwrite Existing Data:**  Yes  No

Import Profile Data

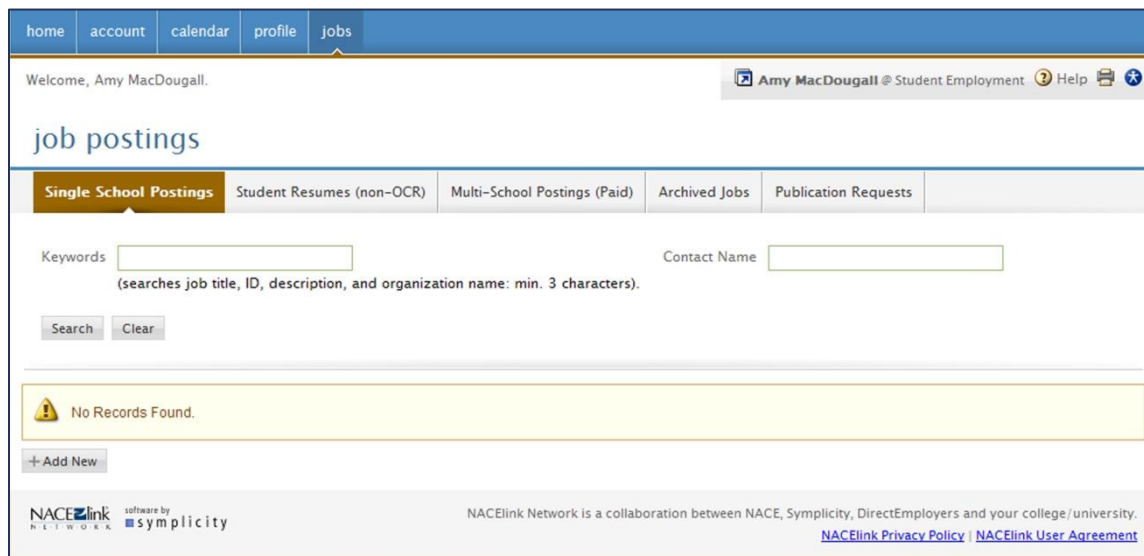
# IV. Job Postings

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You will view your current job postings, add new jobs, deactivate existing jobs, search for archived jobs and view student resumes from the **Jobs Tab**.

*Note:* As a student employee employer, most likely you will *not* post a job under the **Multi-School Postings (Paid) Tab**. This option is for Off-Campus Recruiting (OCR) positions only which is an *additional* service provided by CareeLink and which allows off-campus employers to post open positions at multiple schools (not just the University of Maine). This additional service is *not free*. **All student employment jobs at the University of Maine are considered NON-OCR jobs and will be posted under Single School Postings for free.**

Job Postings Screen




## Single School Postings

If you have open positions posted, they will be listed here. You will also add any new positions from this Tab.

### How to Create a New Job Posting

#### Instructions

1. From your home page click on the Shortcut **Create Job Posting**, or click on the **Jobs Tab** across the top of your **Employer Home Page**.
2. Make sure **Single School Postings** is highlighted.
3. Click on the **Add New**  button at the bottom left of the screen.

#### 4. Complete the Position information.

*Note:* Not all fields are required, however, you *must* complete all fields marked with a red asterisk.

##### I. Copy Existing

This allows you to use information already entered for an existing position. This is also the field you may search for **Archived Jobs** (see **Archived Job** information on page 19).

##### II. \*Position Type

Student employment positions *will always* fall into one of the following choices:

1. Part Time Federal Work-Study
2. Part Time (Non Work-Study)
3. Summer Federal Work-Study
4. Summer (Non Work-Study)

*For information on Internships or Full-Time positions, please contact the Career Center at (207) 581-1359.*

##### III. \*Title

Please enter the appropriate job title. For On-Campus Employers this will be the appropriate job title from the **Student Job Classifications** list available at <http://www.umaine.edu/studemp/>

##### IV. \* Job Description

Please enter your job description, providing as much detail as possible.

##### V. \*Industry Type

Please check the appropriate industry type for your department or organization.

##### VI. \*Job Function

Please indicate the appropriate job function category for this position. You may select more than one option by holding the Ctrl button.

##### VII. Resume Receipt

*For most student employment positions:* Select **Other (enter below)** and in the new **How to Apply** field, you may provide the necessary information the student needs to apply for your position.

*If you choose to require a resume:* Select **E-mail** or **Accumulate Online** to indicate if how you would like the resumes submitted to you (see page 20 for how to view resumes you choose to accumulate online).

##### VIII. Additional Documents

If applicable: Select any additional documents required for your position (e.g., Cover Letter, Unofficial Transcript, Writing Sample or Other Documents).

- IX. Requested Document Notes**  
Enter if applicable.
- X. \*Posting Date**  
Click **Select** to choose a date from the calendar to indicate the date this job should be posted online. You may enter a date in the future.
- XI. \*Expiration Date**  
Click **Select** to choose a date from the calendar to indicate the date this job should be removed from the online job search. You may inactivate a job prior to this date if necessary (see page 19).
- XII. \*Graduation Date–Range Start**  
Select the earliest graduation date for a student you will consider employing.
- XIII. \*Graduation Date–Range End**  
Select the latest graduation date for a student you will consider employing.
- XIV. \*Work Authorization**  
Please enter any desired work authorization (e.g., J-1, F-1 Visa, etc.) or you may select **None**. This field does *not* refer to the Student Authorization Form required for *all* students paid through the University of Maine. For more information on the **Student Authorization Form**, please visit [www.umaine.edu/studemp](http://www.umaine.edu/studemp).
- XV. Requisition #**
- XVI. Desired Start Date**  
Click **Select** to choose a date from the calendar for the start date of this position.
- XVII. Duration**  
If applicable, enter the duration for this position.
- XVIII. Approximate Hours Per Week**  
Please enter the approximate hours per week required for this position.
- XIX. \*Class Level**  
To select more than one class level, hold down the Ctrl key and click on multiple options.
- XX. Travel Percentage**  
If applicable, enter the amount of travel time the position requires.
- XXI. Qualifications**  
Please enter the qualifications required for this position.
- XXII. \*Desired Major(s)**  
If applicable, please choose any specific majors you desire for this position. You may select **All Majors** as an option.

**XXIII. \*Salary Level**

This is the hourly wage the student will begin at. Please enter this as an hourly wage (e.g., \$7.50 per hour). *For On-Campus employers:* This will be the appropriate hourly wage from the **Student Pay Scale** available at <http://www.umaine.edu/studemp/>

**XXIV. \*Location**

1. **\*Nation Wide**

Please indicate if this position is Nation Wide. For most student employment jobs the answer to this is “No.”

2. **\*City**

3. **\*State/Province**

4. **\*Country**


**XXV. Attachment(s)**

You have the option to add items here if applicable (such as an application).

**XXVI. Degree Level**

To select more than one degree level, hold down the Ctrl key and click on multiple options.


**5. Submit your Job Posting**

Hit the **Submit**  button when your posting is ready or **Save and Finish Later**

 if you want to save a partially completed job posting to be finished later.



*Note:* Your job will be pending until the Office of Student Employment approves it. When it has been approved, you will see a green check in the **Approved** column. You will also receive an email confirmation.

## How to Inactivate a Job Posting

If you wish to inactivate a current job posting, you may do so under the **Jobs Tab**. On the **Single School Postings** page, you will see a list of all your active jobs. On the far right field of each job is a **Deactivate** button . Click this to deactivate a position. The position is automatically moved to your **Archived Jobs Tab**.

## How to View and Repost an Archived Job

If you wish to *view* an archived job posting, you may do so under the **Jobs Tab**. On the **Archived Jobs** page, you will see a list of all your archived jobs. If you click on the **Job Title**, you will see the archived job's details.

If you wish to *repost* an archived job, you may do so under the **Jobs Tab**. On the **Single School Postings** page, when you click **Add New** , you have the option to **Copy Existing** in the first field. Click on **Show Archived**  and from the resulting pull-down menu. You will be able to select a

previously posted job. The fields will auto-fill with previous information and you can edit as necessary. Please note you will be required to enter new Posting and Expiration Dates for the job.

## **Student Resumes (non-OCR)**

If you have chosen to accept resumes for your open job positions using the **Accumulate Online** function, resumes submitted may be viewed here.

## **Multi-School Postings (Paid)**

This is the paid function of CareerLink and would only be appropriate if you would like your position posted at multiple schools. Most student employment jobs will *not* fall under this category.

## **Archived Jobs**

If you would like to view your Archived Jobs you may do so here (see page 19).

## **Publication Requests**

If you have requested any publications you may view them here.