



CAREERlink Employer Help Guide

Welcome to CAREERlink

- This guide will walk you through how to use **CAREERlink**
- Olin's **CAREERlink** (<https://olin-wustl-csm.symplicity.com/employers/>) system is used by all BSBA and Specialized Masters students. This is a shared system for undergraduate and graduate students across Washington University, so you can post job opportunities for different majors. (e.g. Business, Engineering, etc.) This system is part of the NACELink network.

First Log In

- Click the **CAREERlink** link above.
- Select *Register* to create an account. If you have a NACELink Account, you can use your current username and password.
- Enter your organization and contact information.
- You will receive an email confirming your registration.

After you have logged in for the first time, you can update your personal information under the “account” tab and your company information under the “profile” tab.

Once you are logged in, you will be able to perform the following functions:

Post a Job

- Click on the “Create Job Posting” quick link under the Job Postings section.
- Complete all required fields on the Position Information form.
 - Resume Receipt: please select the delivery method for applicant’s resumes.
 - E-mail: resumes will be forwarded individually as each student applies
 - Accumulate Online: resumes will be available for review on **CAREERlink**. You will need to log in to review resumes.
 - Other: allows you to give students instructions on applying directly to your company.
 - Expiration Date: this acts as your application deadline.
 - Class Level: this is a screening criterion for application. Only students who fit into the class level(s) you select will be eligible to apply for your position.

We will review your non-OCR job posting request and email you when it is accepted.

Request an On-Campus Interview

- Click on the “Request Interview Date/Schedules” quick link under On-Campus Interviews
 - Complete the New Interview Schedule Request form
 - We require a position to be attached to all interview requests. At the bottom of the form you will see the option to “add item” for Positions Recruited. Click this button to complete the job description.
- We will review your On-Campus Interview request and email you when it is accepted.

Request Information Session

- Click on the “Request New Information Session” quick link under On-Campus Interviews
- Complete Information Session Details form
 - Under Date of Recruiting Visit, please enter the date of your on-campus interview, if applicable.
 - Class Level Visibility allows you to control which students can access your information session. Only those student types selected will be able to view and register for your session.
 - Please indicate any AV equipment needs. There is no charge for AV equipment.

View Job Posting

- Select *jobs postings* from the main toolbar
- Click on the appropriate tab to view current job positions.
 - Job Postings will show all your active jobs.
 - Applicants will show applicants to your jobs
 - Multi-School Postings will show jobs you have posted through NACELink to multiple schools.
 - Archived jobs will show jobs that have expired.
 - Publication Requests: view requested resume books.

View On-Campus Interviews

- Select *on-campus interviews (OCI)*
- All scheduled on-campus interviews and resume collects will be located on the main *Schedules* tab.

Review Student Resumes and Resume Books

- Review resume books of current Olin Business School students seeking employment.
 - Select *resume books* from the main toolbar.
 - Select a resume book from the list provided.

Contact:

Weston Career Center
314-935-5950
recruit@olin.wustl.edu