AU CAREER CONNECT EMPLOYER GUIDE

AU Career Connect is Ashland University's job board where employers are required to post any open positions. This document gives instructions to create an account, login to an existing an account, update a profile, create a job posting and to make changes to a current job posting. If you have any difficulties or need assistance, please contact Career Services Center at 419.289.5064.

INSTRUCTIONS TO CREATE AN ACCOUNT OR LOGIN TO EXISTING ACCOUNT

Step 1: Visit our website at www.ashland.edu/career
Step 2: Click on AU Career Connect: Employers.
  o Follow instructions as a New User or Existing User.

a. New Users – Registration: If you are not a current user, click on Click here to register below the login button.
  • Check to see if your organization already has a profile.
    o If your organization already has a profile, select your organization name and click Continue.
      ▪ On the next page, you will be able to add yourself as a contact for the existing organization profile.
    o If you can’t find your organization, click the Can’t Find Your Organization? button.
      ▪ On the next page, you are able to complete a profile for your organization. Please be detailed as possible when completing your information and include a complete organization description. All required fields will be marked with a red asterisk (*).

Step 3: Click on the Register button.
  o NOTE: Your profile will be in pending status. If your registration is approved, you will receive an email notification. Please check your spam mail for approval messages. If you do not receive an email notification within two (2) business days, please contact our office at 419.289.5064.

Access to New Users: AU Career Connect supports a Student Search function. New employers in the system will be approved with permission to post jobs only. If you would like to request access to search through student profiles, please contact Career Services Center.

b. Existing Users – Login: Log into the system using your original username and password.

INSTRUCTIONS ON UPDATING PROFILE

To update employer or contact information.

Step 1: Click on the My Profile tab on your home page.
Step 2: Click on [Edit] in the upper right corner of the appropriate section, or click on the Employer Information or Contact Information tab.
Step 3: Click Save to save the changes.

TO POST POSITIONS AND MAKE CHANGES TO CURRENT POSTINGS, SEE PAGE 2.
Job Postings: All positions are required to be posted on AU Career Connect. Students are instructed to view positions by registering with AU Career Connect. Please follow instructions to post a new job, make changes to an active job posting or activate an expired or deactivated job posting. **NOTE: Once you add a job or make changes, posting will be reviewed by a Career Services Center employee before it is approving post.**

**POSTING A NEW JOB**

**Step 1:** Hover over the My Jobs tab and click on New Job.

**Step 2:** Enter job information.
- Fields with an asterisk (*) are required fields. Provide clear details and information. *Not providing clear or enough details, could lack fewer applicants.*

**Step 3:** In the field Application Instructions, enter the procedure in which a potential employee may apply for this position. Click on Save to update information.

**Step 4:** Posting Information: *Helpful Tips*
- **Multiple selections:** You are able to select multiple selections in the drop-down menus.
  - Click on one selection and hold the Ctrl key (Command key for Mac users) while clicking on other selections.
- **Screening Options:** The requirements you select (class level, degrees considered, etc.) will be shown as preferences. All applicants are able to apply. If you only want students who meet your selected requirements to be able to apply for a job, you must also select the corresponding “screen by” fields, and only students who meet all criteria will be able to apply.
- **Post Date:** Date of job posting will begin for students to view and apply. The ability to set a post for a later date is an option.
- **Expiration Date:** Date of job posting will end and posting will no longer be viewable to applicants.
- **Contact Information:** If select no, your contact information will not be visible for applicants to view.
- **Online Referrals:** If you select “Yes”, students can submit their resume to you via this system (i.e.: you will receive email notification of students’ job application and will be able to view resumes on-line).

Only the jobs with an Active status and posted during the current date are viewable by students.

**MAKE CHANGES TO ACTIVE JOB POSTINGS**

There are several sections that may be updated: Position Information, Contact Information and Posting Information.

**Step 1:** Hover over the My Jobs tab and click on Job List to see all jobs you have posted.

**Step 2:** Select section that needs updated and on the [Edit] link in the upper right corner of that section and make your changes.

**Step 3:** Click Save.

**ACTIVIATING AN EXPIRED OR INACTIVE JOB POSTING**

When you have an inactive job posting, it is not deleted from the system. All deleted jobs will remain in your job list. **If the position reopens, you are able to make changes and reactivate the posting instead of creating a new one.**

**Step 1:** Hover over the My Jobs tab and click on Job List to see all jobs you have posted.

**Step 2:** To reactivate a posting, make any necessary changes, change the post/expiration dates to the dates you wish applicants to be able to view and apply, and the application deadline.

**WHEN A JOB POSITION IS FILLED OR WANT TO MAKE INACTIVE**

If a job has been filled before its expiration date, you can change the expiration date to the current or previous date. Applicants will no longer be able to view the posting.

For additional recruiting opportunities on-campus, please contact Staci Carnahan, Employer Relations Coordinator at 419.289.5064.