




NORTHEASTERN
STATE UNIVERSITY

CAREER SERVICES

Employer Guide

Access the following website: HireNSUgrads.com

New Users – Registration

- Select Employers
- Select CareerLink
- Click the [Registration for New Employer Users](#) Link
- Search for your Organization and select; if you can't find it, click on Can't Find Your Organization.
- Complete all sections. Required fields are marked with an asterisk (*).
- Click on the Register button. 
- To post a job follow the steps in To Create a New Job.

NOTE: Once you register and/or post a job, both your account and job will be in pending status. Career Services will review both your account and the job posting. You will receive an approval notice via an email notification. If you have any questions or need assistance navigating the website please call 918-444-3110 or toll free 800-722-9614.

Returning Users:

Select Employers

- Select CareerLink
- Click the [Employer Login](#) Link
- Enter your Username and Password.
- Click on Login

Update My Profile

- Put your cursor over **My Profile**
- You will see sections containing Employer Information and Contact Information
- To update Employer Information, click on [\[Edit\]](#). Make changes and click on SAVE to complete the changes.
- To update Contact Information, click on [\[Edit\]](#). After making changes, click on SAVE to complete changes.

Student Search

- Select Search. Choose your criteria and click on SEARCH.
- To view all available students, just click on SEARCH.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email

To Create a New Job

- Click on **My Jobs** > New Job. Enter job information. Fields with an (*) are required information. Fill out as much information as possible to make the job posting complete. In the field, "Application Instructions," enter the procedure in which a potential employee may apply for this position. Click on SAVE to update this information.

**Under the Posting Information section, there are two fields that you need to review. In "Show Contact Info," if you select No, your contact information will not be available to potential employees. In "Allow 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 applications and be able to view resumes on-line).*

To Make Changes to Current Jobs

- Click on **My Jobs** > Job List > Click on Job ID or Job Title to open job profile.
- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.
- You can re-post an old job by opening the job profile and clicking on Copy Job under the page functions on the left side of the screen.

NOTE: Once you add a job or make changes to a current job, it will be in pending status until reviewed by Career Services. You will receive an approval notice via an email notification.

To Register for a Career Event

- Hover over the **Career Events** menu. Click Search >
- Enter Category or Click Search to see all current Career Events (Career Fairs, Lunch & Learns, and Workshops)
- To view details or register, click on the Career Event's name > Register
- Fill out your profile and select the appropriate fees (if any).

NOTE: Once you register for an event, you will be able to immediately print the invoice (click on the gray Invoice button).

Also, you will be emailed to confirm your registration to the event. If you need to make changes to your profile or fees after your registration has been confirmed, you will need to contact our department at [918-444-3110](tel:918-444-3110).

To Request an On Campus Interview Schedule

- Hover over On Campus Interviews menu. Click on New Schedule Request.
- On Step 1, select your schedule type, preferred interview date and campus location.
- On Step 2, select or add the job that you want to interview for and
- On Step 3, review your information and submit your request.

NOTE: Once you submit your schedule request it will be reviewed by the Career Services Department. You can access your completed schedule by hovering over the My Interview Schedules and clicking on the Schedule List.

Accessing the Resource Library

Downloading Documents:

- At your Home page, click the Resource Library link in the left navigation column.
- You will see a set of folders with a + beside each one.
- Click on the + beside the folder of interest to see the list of documents it contains.
- Click on the document title of the document you wish to download.

Additional Resources are available to Employers. Please visit HireNSUgrads.com for additional information or contact our department:

Career Services
Northeastern State University
701 North Grand Avenue
CASE Building, Upper Level
Tahlequah, OK 74464
918-444-3110
1-800-722-9614 (for either office location)
Email: careerservices@nsuok.edu

or

Career Services
Northeastern State University
3100 East New Orleans
Administrative Services Building Room 130
Broken Arrow, OK 74014
918-449-6140