

# **EMPLOYER GUIDE**

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**LIU CAREER  
CONNECT**

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What type of user are you?



# Welcome to LIU Career Connect career.liu.edu

Choose Employer to login to LIU Career Connect

**Sign In** | Forgot my password | Register | Register And Post Job

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### Employer Sign In

Please enter your username and password.

**Username**  
(your email address)

**Password**

[Forgot Password](#)

### Register

Register for a new account.

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

[Privacy Policy](#) | [Terms of Use](#)

## LIU Career Connect Sign in

### New Employer Login:

Click on the “Register” or “Register and Post a Job” tab to create a new registration. You will receive a system email confirming your registration. Once your account has been reviewed and approved by LIU Employer Relations, you will receive an email containing your username and a link to create a password for future logins.

### Returning Employer Login:

Enter your email address as your Username and Password and click “Go”.

If you have forgotten your password, please select the “Forgot my Password” link at the bottom and you will be prompted to submit your user name ( your email address) and click “Go”. Within a few minutes you will be sent an email with your new password.

LIU Career connect is available to all LIU undergraduate, graduate students and alums. Job postings are free of charge.

## Register

[Sign In](#) [Forgot my password](#) **Register** [Register And Post Job](#)

Submit ▶

Cancel

\* indicates a required field

## Employer Information

Please provide as much information as possible

**My initial contact was  
with which campus?:** ☐ Brooklyn  
☐ Post**From which campuses  
would you like to recruit?:** ☐ Brooklyn  
☐ Post

\*:

**Organization Name\*:** **Employer Type\*:** **Description\*:** Enter a brief description of your organization.

Check Spelling

**Industry\*:**   

## New Employer Registration

**Campus:** Please indicate which campus you intend to recruit**Organization Name:** If your organization is already in the system, we will connect your profile to the organization profile upon processing your registration request.**Description:** A brief description of your organization is required. Feel free to enter your organization's mission statement, principles or purpose in this field.**Industry:** You may select more than one option**Website:** Please note this field is required.**Contact Information:**

- Full Name, Title, Email, Phone Number are required in this field.
- Can select more than one type: Alumni, Hiring Manager, Human Resources/Talent Acquisition, Board Member, Faculty/Staff, Friend/Other, 3rd Party Recruiter/Agency

**Address:** Street, City, State, Zip Code and Country are required**Alumnus:** Please indicate if you are an alumnus of LIU and your class year.**LIU Employee Policy Affirmation:** "Click" the box after reviewing the policy.

Welcome, Ali DiBona.

Ali DiBona @ LIU Promise ? [Printer Icon] [Star Icon] Log Out

August 2017

26	27	28	29	30	31	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



Your feedback is welcome.



## Announcements

### LIU Career Connect

Welcome to LIU Career Connect! Here LIU employers may: Post jobs and internships, view resume books, and participate in recruiting events at both our LIU Post and LIU Brooklyn campuses. LIU Post is located in Brookville, NY and LIU Brooklyn is located in downtown Brooklyn, NY.

**Get started by completing your "Employer Profile" and posting a position using "Jobs > Add New".**

More Announcements



## Alerts

There are no current alerts.

## JOBS & INTERNSHIPS

[Create Job Posting](#)

[View Job Postings](#)

[View Applicants](#)

[Exp. Learning](#)

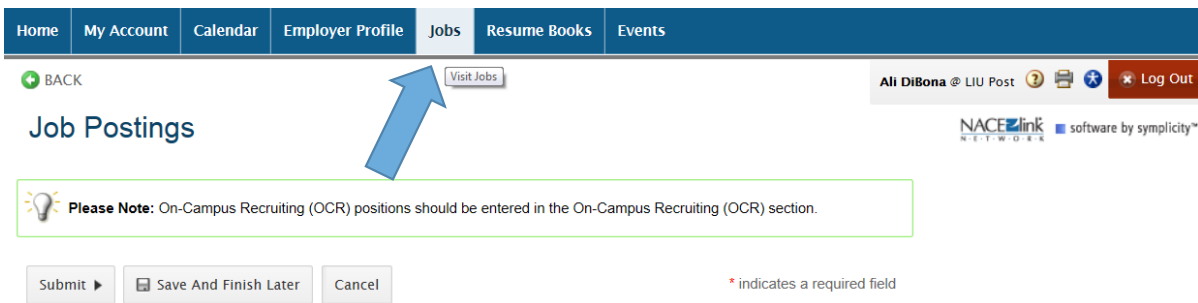
## EVENTS

[Request New Information Session](#)

## LIU Career Connect Employer Homepage

LIU Career Connect allows employers to post positions for students and alumni, receive applications and review resumes, have access to their account, view a calendar of events, RSVP for events, and view LIU announcements.

Ensure you complete your Employer Profile and My Account with the most updated information.



Home My Account Calendar Employer Profile **Jobs** Resume Books Events

BACK Visit Jobs Ali DiBona @ LIU Post Log Out

**Job Postings**

**Please Note:** On-Campus Recruiting (OCR) positions should be entered in the On-Campus Recruiting (OCR) section.

Submit Save And Finish Later Cancel \* indicates a required field

### Position Information

**Copy or Repost Position:** Pick a position from which you would like to copy data.  
Please review and edit your job title when copying a job

 Show Archived

**Position Type\*:**

- ☐ Full Time Entry Level
- ☐ Full Time Experienced
- ☐ Internship
- ☐ Co-Op
- ☐ LIU Budget
- ☐ LIU Work Study
- ☐ Part Time
- ☐ Temporary/Seasonal
- ☐ Volunteer

**Restrict Applications / Activate Screening\*:** Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set.

☐ yes ☐ no

## LIU Career Connect Job Posting

You have the option to post your vacancies to LIU at no cost. Please note the option to post using "One Stop" is managed through NACE Symplicity.

**Position Type:** you are required to enter a position type.

**Restrict Applications:** Further in the job posting creation, you will be asked to set specific qualifications. Choosing YES will block any applications where students do not meet the qualifications you set.

**Job Title:** Please refrain from using the term "Work-Study" or "Intern" in your job title. We encourage position titles that are more descriptive of the work in which the candidate will be engaging.

**Job Description:** Please list essential duties and responsibilities of the position.

**Qualifications:** Please list education desired and experience that you desired as a minimum for the position.

**Wage Type:** Please choose the position's pay type.

**Posting Date and Expiration Date:** These required dates must be listed in the format "MMDDYYYY." Please use the calendar option by clicking "Select."

Please list the education, experience, competencies, and traits you desire as a minimum for the position.

## APPLICATION INSTRUCTIONS

Resume Submission Method: You have options on how you will receive applications as students apply. You can select more than one!

- **Email:** will send an individual email each time a student applies.
- **Accumulate Online:** will not send an email notification, will only collect via LIU Career Connect site.
- **Other:** if selected, you will be given the option to insert applications instructions in the “ How to Apply Field.”

**Documents Required:** Resumes are automatically required for job application submission. If you would like to obtain additional documents from applicants. Select which additional documents you would like to receive (i.e.: Cover Letter, Unofficial Transcript, Writing Sample, and Other Documents).

**Display Contact Information to Students:** Your contact information will only be displayed if you choose. If clicked, you will have the option to enter the specific contact information you want display for this specific posting.

As a reminder, not all fields are required. Only fields marked with a red asterisk\* are required for posting. We strongly encourage you to use the complete the optional fields below with your job posting.

## REGISTRATION COMPLETION AND POSTING REVIEW

Your completed account form and job posting will need to be reviewed and approved by the LIU Employer Relations Team before you are able to review what you have posted. It will take some time to process your new account and new postings. Upon approval, you will receive a temporary password to access the system.



Welcome, Ali DiBona.

Ali DiBona @ LIU Post ? Log Out

## Job Postings

**NACElink**  
NETWORK ■ software by symplcity™

**Job Postings (non-OCR)** Student Resumes/Applications (non-OCR) Job Shadow Archived Jobs Career Fair Jobs Publication Requests

Keywords

Contact Name

(searches job title, ID, description, and organization name: min. 3 characters).

Search

Clear

Items 1–1 of 1

SHOW 20 per page

Job Title ▲	ID ▲	Description	Type	Major (s)	Start ▲	End ▲	Approved	Options
<a href="#">LIU Promise Office Assistant</a>	12	Assist the LIU Promise office with daily tasks that include: Front desk greeting (students...	LIU Budget, LIU Work Study		July 29, 2015	December 31, 2015	✓	Deactivate

Add New

Items 1–1 of 1

## Job Postings

You can review your job posting under Jobs on your account.

You can view student resumes/applications (if selected) on your account.