Wake Forest eRecruiting User Guide for Employers

This outline will show employers how to recruit students at Wake Forest. In order to recruit students from Wake Forest you need to be linked. A link allows you to post jobs (at no cost) and view resumes of Wake Forest students.

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**Linking to Wake Forest:**

1. Choose the system that best suits your needs - Deaconsource (Non-MBA students or Deaconlink (MBA students). Please note that you will be able to share a job / event across the systems after login. If you already have a master account with Experience, enter the username and password. If not, create a new account. Both of these options are in the Employer Login section on the right side of the page.

2. If creating a new account, the system will prompt you for your email address to check for an existing Experience account associated with that email address.
   a. If there is an **existing Experience account**, you will be prompted to log in or have your password emailed to you.
   b. If there is **no existing Experience account**, you will be prompted to fill out two pages of basic information: one about yourself (as an employer contact) and one about the employer (as a company).

3. After logging in or creating a new account, you will be taken to the Employer Homepage. If this is the first time you have logged in through Wake Forest, a link request is automatically sent to us and a confirmation message will inform you of the link request. You will also be reminded that you cannot post any jobs to the school until that request has been approved.
   a. To check the status of the link request, look under the “My Schools” section of your “My Experience Dashboard” located on the right side of the employer homepage.
   b. Click on “Pending Requests” to view link requests.
   c. Click on “Access My Schools” to view approved links, post jobs, and see resumes (if applicable).
Posting a Job at Wake Forest

1. Login to the appropriate Wake Forest system as follows:
2. Choose Wake Forest under “Access My Schools.”

3. On the next page, click “Jobs” under Overview
4. This will bring you to the Wake Forest Jobs page. To create a new job, click the gray “Post a New Job” button.

4. On the next screen chose the “Basic Post” which is free.
5. You can then post your job to Wake Forest.

6. Once you have completed the Job Details page, you will be prompted to complete more information that is specific to Wake Forest. It is here that you will target your job to specific students. Your job will not be posted until you complete this information.
7. You will then see a preview of the job posting. If satisfied with the job, click “Continue” to post the job.
   a. Editing the job
      i. You can edit the job by clicking the previous steps in the progress bar at the top of the page.
      ii. You can also edit the job after posting it by clicking on “Manage Jobs” at the top of the page.
      iii. You cannot edit the dates associated with your job, though you may contact Wake Forest to do so.
      iv. Some schools review postings as a way of screening the jobs that appear in front of their students. If this is the case, the job will not be posted until it has been approved by the school.

8. Other Employer Capabilities:
   a. How can I edit my account information? You can always edit your account information by clicking “My Account” in the upper right hand corner of the page.
   b. How can I view or edit current, old, and pending jobs? You can view and edit your jobs at any time by clicking on the name of the school that the job is associated with under the “Manage Jobs” tab on the top of each page. This section allows you to add new jobs, view and edit posted jobs, and view applicants to jobs from that school.
   c. How can I view events at linked schools? From the homepage, click “Access My Schools” and then select a linked school. Click on the “School Calendar” icon. To view career fairs at all of our partner schools, click on the “Career Fairs” tab at the top of the page.
   d. How can I view candidate resumes? You can view candidate resumes by clicking on the “Candidate Search” tab on the top of every page. You will then be taken to the “Resume Books” section, which allows you to view resumes of students at Wake Forest provided that you have been given resume book access.