EMPLOYER QUICK GUIDE TO POSTING POSITIONS*
(full time, internships & co-ops, and part-time)
using CareerLink,
Meredith College student and alumnae online jobs board

*To post babysitting, pet and house sitting, or tutoring positions, contact the Office of Financial Assistance,
3rd floor Johnson Hall,
919.760.8565
http://www.meredith.edu/financial_assistance/student_employment

ACCESS CAREERLINK at www.meredith.edu/acp, click on “Employer” (second tier across top-right side of page) and then “Post a Position” on the left menu bar. The link to CareerLink is visible on this page.

New Users:
If you are not a current user, click on “Click here to Register!” that is located at the bottom of the page and follow the directions on that page.

- Find Your Organization by simply typing in a portion of your organization’s name and select; if you can’t find it click on “Can’t Find Your Organization” and register your organization.
- Complete all sections. Required* fields are marked with an asterisk.
- Click on the Register button.
- To post a job follow the Steps (below) To Create a New Job.

Once you have registered and if you posted a job, both your account and job will be in pending status. ACP will review both your account and job. When your registration is approved, you will receive an email notification and then your position will be available to students.

Registered Users:
Log in with your username and password.

POSTING A JOB ON CAREERLINK
Create a New Job:
- Hover over My Jobs, located at the top of the main menu and then click New Job.
- Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete, making sure to select the appropriate applicant type you’re seeking.
- Click SAVE to update this information.
- In "Show Contact Information," if you select No, your contact information will not be available to students.
- “Allow Online Referrals,” (always defaults to YES), allows students to submit their resume and cover letters through the CareerLink system and directly into the prospective employer’s email inbox. NOTE: If you prefer another method for student applications, please indicate in the job description and the option will be changed by ACP.

Off campus employers will be able to manage their own posted jobs. Jobs will be posted for 45 days.

To Re-Post an Old Job
- Hover over My Jobs on the top of the main menu and click on Job List. Click on job title to open job, click “Edit Jobs” and make your edits.
- Be sure to update posting dates! Once completed click on SAVE for each section.

Once you add a job or make changes to a current job, this new information will be reviewed by ACP before it is posted.

See link to Meredith College Recruiting Policies on our website –www.meredith.edu/acp - under Employers, Post a Position

Academic & Career Planning
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