

Section 1: Introduction

The NACELink Network Central site allows your organization to store and manage its job postings for new and recent college graduates in one place, with one login, through a network that is accessible through more than 500 career services sites throughout the country.

By entering your position through NACELink.com, you can select from more than 500 schools to target, and can track respondents and applications from any site with one login. Job applications from all schools can be retrieved from your account at the same time.

Logging in

To log in to the NACELink Network, simply enter your username and password in the area provided on a participating school's site, or go to www.nacelink.com.

Home page

The Home page displays the current date and time along with announcements and helpful links.

Home

Announcements

NACELink Central
JUN 16, 2006 10:58 AM

The NACELink Network lets you choose your schools from a network of over 500 schools nation wide. Access your account and job information from any school in the the network, any time, with one login and password.

[Employers Checking Social Networking Web Sites](#)

[Are Externs Employees?](#)

[2006 Employer Benchmark Survey](#)

Navigating NACELink Connect

There are two tools to help you navigate the NACELink system: the navigation bar, and the breadcrumb links.

Navigation bar



Use the navigation bar to easily see where you are and where you want go. The section that you are currently in will be highlighted in yellow. Click on a section title, Home, Account, Jobs, or Applications, to go to that section.

The Account section contains information about you and your organization: name, phone number, and address. It is also where you will go to change your password.

The Jobs section lists your current and archived job postings and a link for posting new jobs.

Go directly to Applications to review all in-system applications for your current jobs.

Breadcrumbs



NACELink remembers where you have been within the system, helping you streamline your workflow. Each piece of the breadcrumb is a link back to that section. Select one to return to that page.

Common features

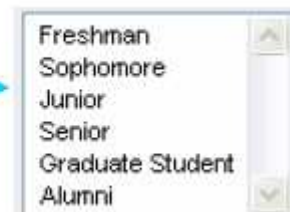
Throughout the system there are common features.

Multi-select

This field type may be displayed two different ways. The first is a list. Users must use the CTRL key to make multiple selections. The second type allows the user to pick individual items in the list, which are then displayed in the box below.



Use the CTRL key to select multiple items in lists of this type.







Calendar

If a date is needed, [select] and [clear] buttons will display next to the text box. Click [select] to display the calendar; use the arrows to navigate or change the months or years individually, and choose the desired day. Today's date will always appear in red.



Common icons

Icons are used throughout the site to offer a quick link to perform certain tasks:

-  View item: Click this icon for a preview.
-  Edit item: Click this icon to edit.
-  Native document: View a document in the format in which it was originally uploaded.
-  View/download PDF file.

Section 2: Creating an account

Enter contact and employer information

Creating your NACElink account is free. Select [Create New Account] to get started.

You will first enter information about you and your organization. Complete each field, noting that fields with an asterisk (*) are required. Select [Save and Continue] when you have finished.

Section 3: Account

The Account section displays your personal contact profile, your employer profile, and a change password tool.

Select [Edit] to make changes in your personal or employer profiles and select the [Save] link when you are finished.

Select the Password

tab to change your password. Enter your new password in both boxes and select [Save] when you are finished.

Bob Alouie

My Account | Employer Profile | Password

Personal Information

Employer:
CENTER FOR DEMOCRACY, THE

Fullname:
Bob Alouie

First Name:
Bob

Last Name:
Alouie

Email Address:
democontact@nacelink.com

Address:

Employer Info

Employer Information

Name:
CENTER FOR DEMOCRACY, THE

Address:

Street Address:
1101 15th Street, NW Suite 505

City:
Washington

Zip+4:
20005

Section 4: Jobs

Job List Archived Postings

Search Filters:

Work Type

Industry






Job Function

Posting Date

Posted yes no

Keywords

RESULTS: Items 1-5 of 5

	Job Title ▼	Work Type	Location(s)	Posting Start ▼	Deadline ▼	Posted ▼	Options
	NACE Test	Full Time	Bethlehem, PA	May 23, 2006	Jun 22, 2006	x	<input type="button" value="Delete"/>
	NACE Test Job	Full Time	Bethlehem, PA	May 23, 2006	Jun 22, 2006	✓	
	Test	Full Time	Bethlehem, PA	May 23, 2006	Jun 22, 2006	x	<input type="button" value="Delete"/>
	Tester	Full Time	Allentown, PA Bethlehem, PA	May 24, 2006	Jun 23, 2006	✓	
	Top Tier Tester	Full Time	Allentown, PA Bethlehem, PA	May 23, 2006	Jun 22, 2006	✓	

Items 1-5 of 5

Viewing posted jobs

The Jobs section lists your current and archived job postings. Use the search filters at the top of the page to narrow down the list of current jobs.

Select the job title or the view icon to review the job details. You cannot edit a job once it has been posted. Select [Delete] to remove the job from the system—the job will be completely removed; you will not be able to reuse it later. To cancel a job, view the job and select [Cancel]. You can copy a canceled job to reuse at a later date.

Deleting or canceling a job does not guarantee you a refund.

Posting a new job

To post a new job (or to copy an old, canceled, or existing job to a new job) select [Create New Job] at the bottom of the Jobs list.

Post Your Position

Use this page to post jobs to one or more schools.

Copy Existing:

Use the dropdown listing to copy an existing job.

Requisition #:

Position Title*:

Desired Start Date*:

This is the date on which you want the new employee to begin working.

Blind Posting*:

Check "yes" if you want to hide your employer name from students

yes no

You must indicate whether or not you want students to see your company name.

Number of Openings*:

Work Type*:

Full Time
 Part Time
 Regular

Off-Campus Work Study
 Fall
 Winter

Select all options that apply to your job. For example, if you have a paid job that is 40 hours a week for the summer months, check Full Time, Summer, and Paid.

Job Function*:

- Agriculture/Natural Resources/Environment
- Arts/Design/Planning
- Communication
- Computer Science/Statistics
- Consulting

Select all industries and job functions that may be applicable to your position for best results.

Industry*:

- Aerospace/Defense
- Accounting Services
- Administrative, Technical, and Professional Services
- Agriculture
- Arts and Entertainment

If you are copying an existing job, use the Copy Existing dropdown box to select the job title that you are copying.

Enter (or edit) information in the fields of the job form. Fields with a red asterisk (*) are required.

Resume Receipt*:
Choose how you would like to receive student resumes

Email Resume Online other (enter below)

Select E-mail Resume to have resumes sent to you through the system.

Select Online to be able to retrieve applications through the system.

Select Other to enter mailing instructions or a URL for applicants to come to your web site.

Save And Continue Save And Finish Later Cancel

The resume receipt field indicates whether student applications will be stored in the NACELink data base or will be sent to you outside of the system. You must choose one of the following options: E-mail Resume (resumes are sent to you through the NACELink System), Online (resumes are stored in the NACELink system until you login and retrieve them), or Other (a text box will open in which you should write application instructions).

Once you have entered all job criteria, select [Save and Continue] to select your target schools. Selecting [Save and Finish Later] will put your job in draft mode, and it can be found in the Job List to be scheduled later.

Selecting schools

Once you have entered the job details, you will enter the date you wish the job posting to start and select the schools to target.

There are three options for targeting schools. You can use any combination of these options to select your targeted schools:

- **Alphabetical list:** Use the Choose Schools list and check the boxes next to desired schools or to select all schools in the system (click [Select All]).
- **Location:** Select the By Location tab and use the dropdown list to select from the list of major metropolitan areas. Once an area has been selected, a list of participating schools in that area

Job Details Choose Schools

Save And Go Back Save And Review Posting * indicates a required field
Save And Finish Later Cancel

Target Your Schools

Choose one or more participating college and universities where your job will appear.

Scheduled Posting Date:
All jobs run 30 consecutive days
Select Clear

Choose Schools By Location By School Type

0 school(s) selected

Select All Clear All

- Adelphi University
- Adirondack Community College
- Albion College
- Albright College
- Alcorn State University
- Alfred State College (SUNY)
- Alfred University
- Allegheny College
- Alvin Community College
- American University
- American University of Paris

Job Info

Created: June 16, 2006 11:22 am
By: Bob Alouie

Multi-School Posting Rates

All postings for a 30-day period	
1-5 schools	\$25 flat rate/posting
6-10 schools	\$125 flat rate/posting
11-20 schools	\$175 flat rate/posting
21-100 schools	\$225 flat rate/posting
101-200 schools	\$275 flat rate/posting
201 or more schools	\$325 flat rate/posting

will be displayed. Use [Select All] or click the boxes next to individual schools. Choose a different metro area to add more schools.

- **School type:** Select the By School Type tab and use the dropdown list to select from key programs or to target two-year schools. Use the Select All box or click the boxes next to individual schools.

As you select schools, the total number you have selected will be posted in red at the top of the selection window. This number will update as you add schools. The total charge box, beneath the selection window, will also update as you add schools.

When you have finished selecting your schools, select [Save and Review Posting] to review your job posting.

Reviewing jobs

The review screen gives you the opportunity to view the job details as they will be seen by students. The right of the screen lists the schools to which this job will be sent. Select [Previous] to add more schools, or select the Job Details tab to make changes to the posting. When you are satisfied with your posting select [Proceed to Checkout].

Enter your credit card information into the boxes on the page. This is a secure transaction, and no cookies are kept on any of the information you enter. When you are finished select [Submit Job]. Note: Once you submit the payment, your job is paid for. You cannot edit a live job. **Once a job posting is paid with a credit card, charges are NOT refundable.**

You will be charged for any job posting that goes online for 30 consecutive days or any portion thereof. No refund will be given for early cancellation of a 30-day posting. If you want a job posting to run longer than 30 days, you must resubmit the posting. (NACElink makes this easy for you by saving a copy of all your job postings in the Jobs section.)


Schools may review and decline a job posting before it is automatically accepted by the system and posted online.

If a job posting is declined by a school, a refund will be issued in the form of a credit to the credit card you used to pay for the posting. The amount of the refund is based on the rules listed below:

- If a job posting is declined and the number of ads you have placed falls into a different category under volume pricing, you will be charged according to the new category pricing. For example, you post your job to 11 schools at the volume rate of \$175, but one school rejects your ad. Because you're now posting to 10 schools your rate reverts to the volume price for six to 10 schools, or \$125. Your credit card will be credited with \$50.
- NACE is not responsible for job postings/advertisements that contain misspelled words, typographical errors, or garbled text, and will not offer a refund or a credit for these postings.

Once your payment has been submitted, a confirmation screen will display with a transaction reference number.

Jobs

 **Thank you!**

Your payment has been accepted. Your reference number for this transaction is: **V54F0BB6C0E5**

Your job posting has been successfully submitted and will be visible to applicants on your specified posting date.

[Return To Job List](#)

Section 5: Applications



Job Details **Applications**

Search Filters:

Keywords

[Apply Search](#)

RESULTS: Items 1-1 of 1

	Position ▼	Student ▼	School ▼	Documents	Submitted On ▼
<input type="checkbox"/>	Top Tier Tester	Nancy Nacer	Adelphi University		May 24, 2006, 11:54 am

Items 1-1 of 1

Retrieving applications

The Applications section will hold student applications for all job for which you selected Online as the application method. You can select the Applications tab within the job detail screen to see applications for that job, or use the applications link in the nav bar to view all applications to all jobs.

To view a resume, select the document link(s) in the documents column.

Applications

Application List **Generate Book**

Publication Request

1 entries selected.

Selecting the 'submit request' button below will queue a request to generate a publication.

Enter an optional name for this publication:

Which **document types** to include in the packet?

Resume Cover Letter Unofficial Transcript Writing Sample Other Documents

Downloading resumes

To download resumes into a packet, use the checkboxes to select the names of students whose resumes should be added to the packet. Select Batch Options | Generate Book. On the screen, enter a name for the resume packet, and select the document types. Select [Submit Request]. Your resume book will be compiled and sent to you via e-mail.