



## JobZone Employer Guide <https://ncrc-csm.symplicity.com/employers>

Recruit students and alumni from nine Nebraska colleges and universities with one click! Through the *Nebraska College Recruiting Consortium* (NCRC), you can:

- **Post jobs and internships for FREE on an online job board shared by nine schools.** Students and alumni from the nine Consortium schools have the ability to view and apply for your full-time, part-time, and temporary/seasonal positions, as well as internships. There is no charge to post your opportunities. You may also post jobs to schools outside of the consortium through a NACElink OneStop posting. This feature requires creating a centralized account at [onestop.nacelink.com](http://onestop.nacelink.com), and involves a nominal fee per posting.
- **Participate in on-campus recruiting.** Interview candidates from any of the nine schools at one of two locations (Nebraska Wesleyan University in Lincoln or Bellevue University in Omaha). Resume collection, candidate selection, and candidate interview sign-up are all completed online.
- **Access student resume books.** You can request access to this feature once you have registered with the JobZone. You may view student and alumni resumes, and the resume book automatically update when new registrants add their resumes to the database.

### Registration Instructions

1. Go to: <https://ncrc-csm.symplicity.com/employers> and click *Register* to create your JobZone account.
2. Fill out the registration form. Your registration will be approved by a Consortium staff member within one business day. You will then receive a confirmation e-mail containing a link to set a password. You must set your password within 24 hours, or the link becomes invalid and you must request a new link.

**To change your password:** Click on *Account*, then the *Password/Preferences* tab and you may change the password to one of your choosing. (Note: If you have a NACElink OneStop account, the *Password/Preferences* tab will not be available to you and you will need to go to [onestop.nacelink.com](http://onestop.nacelink.com).)

### Posting Jobs & Internships

1. Go to *Shortcuts* on the homepage. Click on *Post Jobs (FREE!)*. (You can also click on the *Jobs* tab, then *Job Postings (non-OCR)*. Click *Add New* and you will be taken to the same place.)
2. Post available jobs and internships! Your posting(s) will typically be approved by a Consortium staff member within one business day.

#### NCRC Member Schools

Bellevue University	Hastings College	Peru State College
Concordia University, Nebraska	Midland University	Union College
Doane College	Nebraska Wesleyan University	Wayne State College

## Requesting an Interview Schedule

1. To conduct interviews through the Consortium, click on *Create Interview Schedule Request* under the *Shortcuts* menu. (You can also go to *On-Campus Recruiting* and click the *Request a Schedule* button.)
2. Under “Recruiting Session,” choose **NCRC 2015-16** if you wish to recruit students from all consortium schools. If you only want to interview students at one school, you can select a session with the school’s name in front of it. You will only be able to interview students from that school, at that campus. If a school does not have its own session set up, you should contact that school’s Career Center or choose the NCRC 2015-16 session.
3. Under “Location,” you must select either Nebraska Wesleyan University (Lincoln) or Bellevue University (Omaha) as your recruiting location if you are interviewing students from all NCRC schools.
4. The NCRC Coordinator will check on date and space availability. You may want to contact the Coordinator prior to selecting a date for interviews to ensure your desired interview date is available. If you want to interview at only one consortium school, please contact that school’s Career Center directly.
5. Once your date request has been approved, you will need to attach the position(s) for which you are recruiting to the interview schedule. After the positions are approved by the NCRC Coordinator, your interview schedule will be opened up to students.

## Resume Books

View the resumes of consortium students and alumni by utilizing the Resume Book feature. (You may need to request access from a Career Services staff member.) You have the ability to view and search for resumes using the search filters at the top of the page, or the advanced resume search feature. When you find students you are interested in, you contact them directly. NOTE: We do not grant resume book access to third party recruiters, and we reserve the right to deny resume book access.

## Troubleshooting

### **I can’t log into the JobZone.**

First, check that you are going to the right website: <https://ncrc-csm.symplicity.com/employers> (If the end of the URL says */students* instead of */employers*, you have accidentally gone to the student site. Delete the part of the URL that says */students* and add */employers*.) If you still cannot log in, click the Forgot Password button to have the JobZone automatically e-mail you a password link.

### **The JobZone is telling me I have made too many log in attempts.**

Try using a different web browser or quit the web browser you are currently using and restart it. Then try logging in again. This should clear the browser’s memory and allow you to log in.

### **How do I centralize my password for my various NACELink accounts?**

Go to [onestop.nacelink.com](http://onestop.nacelink.com). You will find instructions on how to centralize your password once you have logged in. If you are unable to log in, click on *Support*, then *Contact Us*, which will allow you to e-mail the NACELink Network for assistance.

*If you run into any technical issues, please do not hesitate to contact Heather Hoops, NCRC Coordinator, at 402.465.2224 or [ncrc@nebwesleyan.edu](mailto:ncrc@nebwesleyan.edu). The Consortium does not have access to passwords; however, we can send you a new link to reset your password, unless you have a centralized NACELink account. (In that instance, you will need to go to [onestop.nacelink.com](http://onestop.nacelink.com) for assistance by filling out their online form, found under Support – Contact Us.)*