Employer Guide

Creating and Using Your Metropolitan State University Career Link Account

How To:
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- Log In
- Create your Company Profile
- Post Jobs or Internships
- View Applications
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Register / Log In

First-time Career Link users:

1. Go to http://www.metrostate.edu/career/
2. Click the link to Metro State Career Link specifically for Employers
3. If you already have an account, enter your username and password.
4. Click Register (no fee) or Register And Post Local Job Or Internship (free) or Register And Post A NACElink Multi-School Job (fee based option) tab to create a new account.
5. Complete registration information form. Red asterisks (*) mark required fields.
6. Click Submit to complete registration process.
7. If you clicked the Register and post job (either local or multiple schools) tab, you will be prompted to complete the job posting form. If you clicked only the Register tab, you are finished with the registration process.
8. Your username and password will be emailed to you within two business days.
Returning Career Link users:

1. Go to [http://www.metrostate.edu/career/](http://www.metrostate.edu/career/)
2. Click the link for Employers
3. Enter your username and password and click Go
4. You are now on your Home Page
5. Forgot your password? Click forgot my password and a new one will be emailed immediately

Career Link home page:
Your Career Link home page includes Quick Links to most fields in the system. There is also an Alerts field that will reflect services that need your immediate attention. For example, you might have resumes submitted for a particular job. For the Career Link system to run smoothly, it is important that you regularly check and respond to your Alerts.

Changing your password:
1. Click Account on the top of the navigation bar
2. Select the Change Password tab
3. Enter new password, then re-enter to confirm
4. Click Change
Your organization’s profile:
Your Career Link account gives your organization the opportunity to introduce itself as an employer of choice in a quick snapshot available to all Metropolitan State University students and alumni.

1. Click **Profile** on the top of the navigation bar
2. There you’ll see three areas: who we are, key statistics and company culture. You may complete some or all of the fields. Only areas you complete will be viewed by students and alumni. Also, you can upload your company logo to appear on your profile and any jobs you post.
Posting Jobs and Internships

Posting jobs and internships for Metropolitan State University students and alumni:
1. Click Jobs or Internships on the top navigation bar
2. Click ADD NEW button
3. Enter your job and/or internship position
4. Red asterisks (*) mark required fields
5. Your position will be reviewed and approved within 2 business days

Viewing applicants during resume submission period:
1. Click Jobs or Internships on the top navigation bar
2. Click Student Resumes tab
3. Click Resume icon in Documents column to view resume

Editing positions:
1. Click Jobs or Internships on the top navigation bar
2. Click Job Title to make changes
3. Click Submit
4. Your changes will be approved within 2 business days

Posting jobs and internships to multiple schools including Metropolitan State:
When you post your jobs/internships on Career Link, you can also post them to any or all of 500+ schools nationwide for a nominal fee.
1. Click Jobs or Internships on the top navigation bar
2. Select Multi-School Postings (Paid)
3. Click on the Add New button
4. Enter your job and/or internship position
5. Red asterisks (*) mark required fields
6. Click **Submit**
7. You will then select the schools where you want your position posted. A pricing schedule, including the cost of posting your position, will appear on the right

**What is ProNet or the Professional Network?**
ProNet is a networking database of students, alumni, and company contacts who have volunteered to serve as informal career advisors or mentors. This tool allows students and alumni (and employer contacts) to browse the database and make some valuable networking contacts. For employer contacts who are interested in serving as a networking contact for students, alumni, and/or other employers, the first step is to register by completing the professional network profile. Employer contacts can decide what contact information they want to display. They also have control over whether their profile is active or inactive and how many students/alumni/contacts can express interest in them.

To participate as a volunteer Networking Contact:

- On the top Navigation Panel, click **Account**
- Click the **Professional Network** tab
- Complete the Professional Network profile and click **Save Changes** at either the bottom or top of your screen
- Interested contacts will appear in a box at the upper right of the Professional Network screen
Can I also search for networking contacts within the system?
Yes, you can! This tool allows you to browse the database and make some valuable networking contacts with your peers.

To search ProNet contacts:

- On the top Navigation Panel, click **Networking**
- Set search parameters by clicking **Detailed Search**
- Click **Submit**
- To learn more about an individual contact including educational background and employment information, click on their **Last Name**
- This takes you to the “Contact Information” screen. If you would like to let a particular individual know that you are interested in contacting him/her (yes, networking!), just click the **Interested** button at the bottom of this page
- Participating contacts can see which of their peers have expressed interest and contact them
- Click **Favorite** to bookmark an individual for future reference
Where can I get additional information/help for the Career Link system?

Within Career Link you can find context sensitive help about most activities you will need to perform within the system. A new feature of the system is online help. On any page, if you click on the help icon (located next to the tabs) a window will open that explains how to use the feature. Some features may also have video tutorials. If your question is not addressed within the system help messages, please use the feedback form on the homepage for employer contacts. You may also request information by contacting the Career Services office at 651.793.1528 or by sending an e-mail to career.services@metrostate.edu

We are eager to hear about ways in which you are connecting with our students and alumni! Please use the feedback form or call or email if you hire one of our students or would like to report on how networking is working within the system.

We hope you enjoy the system!

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