



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, and involves a nominal fee per posting.
- **Participate in on-campus recruiting.** Interview candidates from any of the nine schools at Nebraska Wesleyan University in Lincoln. (You may also visit individual schools if you wish.) 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 JobZone. You may view student and alumni resumes, and the resume book automatically updates when new registrants add their resumes to the database.

Registration Instructions

1. Go to: <https://ncrc-csm.symplicity.com/employers> and click *Sign Up* to create your account.
2. Fill out the registration form. Your registration will typically 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 *Password/Preferences*. (Note: If you have a NACELink OneStop account, the *Password/Preferences* section will not be available to you and you will need to go to onestop.nacelink.com.)

Posting Jobs & Internships

1. Go to *Shortcuts* on the homepage. Click on *Post Jobs (FREE!)*. You can also click on *Jobs* in the left menu, then *Job Postings*. Click the blue *Post a Job* button.
2. Post your organization's full time positions, part-time jobs, temporary/seasonal positions, and internships...all free of charge! Your posting(s) will typically be approved by a Consortium staff member within one business day.

NCRC Member Schools

Chadron State College
Concordia University, Nebraska
Doane University

Hastings College
Midland University
Nebraska Wesleyan University

Peru State College
Union College
Wayne State College

Requesting an Interview Schedule

Note: You may need to request access to this feature from a Career Services staff member.

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 (OCR)*, then *Schedules*, and click the blue *Request a Schedule* button.
2. Under “Recruiting Session,” choose **NCRC 2018-19** 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 2018-19 session.
3. Under “Location,” select Nebraska Wesleyan University if you plan to interview 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

Note: You may need to request access to this feature from a Career Services staff member. We do not grant resume book access to third party recruiters, and we reserve the right to deny resume book access.

View the resumes of consortium students and alumni by utilizing the Resume Book feature. We suggest clicking on *More Filters* or the *Advanced Resume Search* tab and utilizing the *Resume Text Search* feature. When you find students you are interested in, you contact them directly.

Troubleshooting

I can’t log into JobZone.

First, check that you are going to the right website: <https://ncrc-csm.symlicity.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 JobZone automatically e-mail you a password link.

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. JobZone works best in Chrome or Firefox.

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

Go to 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@nebrwesleyan.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 for assistance by filling out their online form, found under *Support – Contact Us*.)*