

Start an Employer Account and Post Your First Job:

- ⇒ Go to careers.unc.edu
 - Click on “Employers” at the top of the page.
 - Click on “Employer Login” on the right side of the page.
 - Click on “Create an Account & Post Job At UNC-CH Only.” (please note that if you choose to register and post a multi-school job, a charge will be incurred)
- ⇒ **Enter Your Company Information.** All fields marked with a red asterisk (*) are required. You will be asked to create a temporary password which enables you to set up your job posting before your account has been approved. This will be reset and you will be asked to create a permanent password after your account has been approved.
- ⇒ **Enter the Details of Your Available Job.** Additional information and tips about filling out the various job posting fields are outlined below.
- ⇒ **Your account is now ready to be approved by our system administrator.** Once it has been approved, you will receive an email prompting you to **follow a link to reset your password**. Please be sure to take the minute to do this or you will be unable to login and post future jobs. If you have forgotten your password or fail to reset, use the “Forgot Password” function found on the Careerolina log in screen.

Job Posting Information & Tips

Position Type: Choose one or more boxes that relate to the type of position you are posting. Most part-time employers will use either *Part Time (ON campus)* or *Part Time (OFF campus)*. You might also choose to check the *Temporary/Seasonal* box if your position is not ongoing.

Job Description and Qualifications: Provide as much information possible in these sections. This will help ensure that you receive only the most qualified and interested applicants. Think about including the benefits of working for your company to entice more applicants. Some ideas could include:

- ✓ Proximity to campus. Is it on the bus line or within walking or biking distance?
- ✓ Scheduling information and hours per week. Would students have a flexible schedule or are there very specific times that are needed? Include this information.
- ✓ Transferrable skills. Students are very interested in pursuing opportunities that will help build their resume. Include information about what students will learn. Customer service skills? Leadership skills? Technical skills?
- ✓ Discounts, free food, other fringe benefits.

Resume Receipt: You can choose how you want an applicant to apply.

- ✓ **E-mail:** Resumes and any additional required documents will be emailed to you as they are submitted.
- ✓ **Accumulate Online:** Resumes will accumulate in the system. You can log into your account, click on “jobs & internships,” click on the “Student Resumes (non-OCR)” tab to see your applicants and resumes.
- ✓ **Other:** You may include a website, fax, physical address, or other method of application.

Contact Information: You may choose not to display all of your contact information. We recommend that employers make at least their name and email or phone number available to students as we encourage students to address employers by name in their cover letters and other correspondence.

Posting and Expiration Date: Specify when you would like the posting to go active and inactive. Although you can post your job for as long as a year, we discourage posting a job for longer than a month. Students can see when the job was posted and are inclined to think the position is filled (or worse, undesirable) if it has been posted for too long. We find it is better to simply repost the same position (which will be saved in your account) giving it a new active date.

Salary Level: We recommend taking the guesswork out of it and including a specific pay or pay range in this section. If you prefer not to do this, you can include things like “Commensurate with experience,” “Negotiable,” or “TBD.”

New User Guide for Part-Time Employers

Log into Your Existing Careerolina Account:

- ⇒ Go to uncch-csm.symplicity.com/employers/ (Bookmark this page to save time)
- ⇒ Login using your email address (Username), and chosen password. If you have forgotten your password, use the “Forgot Password” function found on the log in screen.

Post a Job Using an Existing Careerolina Account:

- ⇒ Log into your account using the directions above.
- ⇒ Click on “*jobs & internships (non-OCR)*”. Note: OCR stands for *on-campus recruiting* and refers to jobs where employers come to campus to interview their applicants.
- ⇒ Click “*Add New.*”
- ⇒ Enter the details of your job keeping in mind the tips outlined in the first section of this guide. (Fields that are marked with a red asterisk (*) are required)
- ⇒ Your job posting will be sent to our system administrator for approval before it goes live. Note: We review and approve job postings several times a day, Monday through Friday from 8am-5pm.

Report Student Hires:

- ⇒ It is important to provide placement information to the Part-Time Jobs Coordinator. All free services that are provided to our local part-time employers are funded by a federal grant known as Job Location Development (JLD). In order to maintain this grant and continue providing free job posting services, **you must report the following information for each UNC student hired:**
 - Company name
 - Student name
 - Starting date
 - Starting wage
 - Estimated hours per week
 - Estimated length of employment (if temporary)
- ⇒ You can report your UNC hires by clicking here: [I Hired a Heel!](#)

If you have any questions or concerns about posting part-time jobs, please contact Jade Barricelli at:

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