

HuskyCareerLink

EMPLOYER GUIDE TO JOB POSTING

University of Connecticut's Career Services welcomes employers to use our online position posting system, HuskyCareerLink, to seek qualified students for internship, co-op, and full-time opportunities.

HuskyCareerLink has two features to post a position; one is free and there is a fee attached to the other. It is FREE to post job opportunities to University of Connecticut students and alumni. If you would like the convenience of posting one position to multiple NACELINK colleges and universities, NACELINK offers the ability to do this for a fee.

Log in at www.career.uconn.edu or <https://uconn-csm.symplicity.com/employers/>

If you are a new employer to the system, you may choose to select register, register and post a local job, or register and post jobs at multiple schools. The first two choices are free. The third option is for fee and is governed by NACELink.

BY REGISTERING WITH HUSKYCAREERLINK, YOUR ORGANIZATION IS AGREEING TO COMPLY WITH ALL EMPLOYER POLICIES LISTED ON THE DEPARTMENT OF CAREER SERVICE'S WEBSITE AT www.career.uconn.edu/employers.html.

Register

The (**register only**) option is for employers who do not have job openings at this time but would like to be in our database to receive emails on Career Services' events, be eligible to receive Career Fair invitations, and/or to post positions in the future.

Create username and password; your username should be your email address.

Step 1: Complete contact information and services requested. You can review Career Services' Employer Policy regarding which services that your organization qualifies for.

Step 2: Click submit button. You will receive a welcome email once your organization has been accepted. If you do not receive this email in 48 business hours, please email recruiting@uconn.edu .

Register and post a local job

The (**Register and Post a local Job**) function is for employers that have a position and want to post it only on HuskyCareerLink.

Create username and password; your username should be your email address.

Step 1: Complete contact information and services requested and click next. You can review Career Services Employer Policy regarding which services that your organization qualifies for.

Step 2: Fill in job position information with at least all required fields and click submit button. You will receive a welcome email once your organization has been accepted. If you do not receive this email in 48 business hours, please email recruiting@uconn.edu .

Register for multiple NACELINK schools

The (**Register to Multiple NACELink schools**) is for employers that want to post their opportunities to the University of Connecticut and other NACELink schools. **THERE IS A FEE ASSOCIATED WITH THIS FUNCTION WHICH IS GOVERNED BY NACELINK.**

Résumé Book Search

Once you have registered and have received access, you may search Résumé Books (if allowed) for students/alumni who have allowed their résumés to be publicly accessed. Select Résumé Books from the toolbar across the top of your page. Select the résumé book you would like to view. You may also do a search on résumé books using keywords, year of graduation, etc. You may also save the data to an excel sheet or create a book with the students' résumés by clicking on the appropriate link.

Each page has a help function with frequently asked questions that can assist you with the system. You may also email recruiting@uconn.edu or phone 860-486-6156 for any additional assistance.

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