CREATING AND USING YOUR FUTURELINK ACCOUNT

EMPLOYER GUIDE

How To:

✓ Register
✓ Log In
✓ Create your Company Profile
✓ Post Jobs or Internships
✓ View Applications

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## CONTENTS

<table>
<thead>
<tr>
<th>Register &amp; Log In</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-time FutureLink Users</td>
<td>3</td>
</tr>
<tr>
<td>Returning Users</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Using Tabbed Browsing in Your FutureLink Account</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>4</td>
</tr>
<tr>
<td>Account</td>
<td>5</td>
</tr>
<tr>
<td>Calendar</td>
<td>6</td>
</tr>
<tr>
<td>Profile</td>
<td>6</td>
</tr>
<tr>
<td>Jobs</td>
<td>8</td>
</tr>
<tr>
<td>On-campus Recruiting</td>
<td>9</td>
</tr>
<tr>
<td>Employment</td>
<td>9</td>
</tr>
<tr>
<td>Events</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Posting Jobs and Internships</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Positions</td>
<td>11</td>
</tr>
<tr>
<td>Viewing Applications</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tips and Hints</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
REGISTER & LOG IN

**First-time FutureLink Users**

Go to [http://ascrecruit.osu.edu](http://ascrecruit.osu.edu) for log in access.

Click on “Register” to create a new account.

*If you also plan to post employment or internship opportunities at this time, you may alternately choose “Register and Post a Job or Internship.” Posting employment and internship opportunities through this option is a free service, but know that these opportunities are only viewable through Ohio State’s FutureLink system to registered FutureLink users. If you are interested in posting with multiple NACElink schools, colleges, and universities, choose the “Register and Post a NACElink Multi-School Job.” Please note that the multi-school option is a fee-based service. Fee information can be found at [http://onestop.nacelink.com](http://onestop.nacelink.com).*

Complete the Profile registration information. Required fields are marked with red asterisks (*).

Click Submit to complete the registration process. If you chose the option “Register and Post a Job or Internship,” you will be prompted to enter the position information on the next screen.

**Returning FutureLink Users**

Go to [http://ascrecruit.osu.edu](http://ascrecruit.osu.edu) for log in access.

Enter your username and password. Click “Go.”

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**Career Services Office**

100 Denney Hall, 164 W.17th Avenue   (614) 292-3366   asccareerservices.osu.edu
YOUR FUTURELINK ACCOUNT

**Home Tab**

**Announcements:** This section will contain important information about FutureLink or reminders about upcoming events. This information is posted by the FutureLink administrator at Ohio State.

**Shortcuts:** These links allow users to access all sections of the system with one click. The number of shortcuts appearing on your homepage will depend on the services requested when you completed your initial profile during the registration process.

**Alerts:** System-driven messages will keep you up-to-date on important functions and features of the FutureLink system.

**Calendar:** View important and upcoming events such as career fairs and information sessions by clicking on specific dates on the calendar.
YOUR FUTURELINK ACCOUNT

Account Tab

The **Account tab** is your place to make edits to your personal contact profile. Here, you can update your name, position title, and department should they change at any point that you have an account with FutureLink.

On this tab, be sure to specify if you want your contact information made public to students.

The **Password/Preferences tab** allows you to make instant password changes to your account.

In the **Document Library** section of FutureLink, you’ll find resources to help you navigate FutureLink and documents to inform you of important policies related to recruiting through our office.
**Calendar Tab**

The calendar tab of FutureLink allows you to view important dates in the upcoming week, month, or year related to Ohio State career events that are geared toward Arts and Sciences majors.

The calendar function also allows you to post personal events using the “non-system events” tab.

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**Profile Tab**

The Profile tab is where your company can build an identity within the FutureLink system. Building an effective, complete profile shows FutureLink users that you are an employer of choice. The Profile section contains several tabs that are explained below.

**Who We Are**

Give FutureLink users a sense of what industry your company belongs to, what products/services you offer, your achievements and awards, and the future direction of your company.
Key Statistics
Includes stock ticker symbol, annual revenue, and number of locations.

Company Culture
Want to give users a “day in the life of” overview of your company? Then explain your dress code, diversity initiatives, social functions, and work environment, among others, in this section.

Logo
Graphically represent your company in the FutureLink system by uploading a company logo.

Student Viewable Contacts
Post any contact information you’d like to be visible for students. By posting this information, you are giving a student permission to contact you using those means.

Photos and Videos
Interact with students using your company Flickr or Picasa photo accounts, or provide a quick introduction to your company by posting a YouTube video.

Auto-Fill
AN IMPORTANT TIME SAVER FOR EMPLOYERS: If you’ve already created an effective profile on another NACElink system, then Auto-Fill can retrieve that information and populate it in FutureLink.
YOUR FUTURELINK ACCOUNT

Jobs Tab

FutureLink is used to post full- and part-time jobs and internships for Arts and Sciences students and recent graduates at Ohio State. By clicking on the Jobs tab, you are able to enter your position postings for students and recent grads to view and apply to, and they can include resumes with those applications.

To add a new position to FutureLink, click on “Add New” after clicking on the “Jobs” tab.

Please note: If you are posting a position for on-campus recruiting, do not post using the “Jobs” tab. See instructions for posting under the “On-campus Recruiting” tab.

Begin entering information about the position. Required fields are marked with a red asterisk (*). Be sure to save your posting when finished entering information. ***NOTE REGARDING JOB POSTING FORM: Additional Documents allows you to specify other items a student may include in his application. Of those additional documents, you must specify which ones are required for a complete application by checking the boxes next to Documents Required.

Once you’ve added a new job, you can always edit it by clicking on the position title. Be sure to check the box for “Display Contact Information” if you’d like for applicants to contact you directly. More detailed information about posting jobs can be found in later sections of this guide.
YOUR FUTURELINK ACCOUNT

On-campus Recruiting (OCR) Tab

If your company would like to participate in on-campus recruiting during the academic year at Ohio State, then use the On-campus Recruiting tab to request an interview schedule. Once you have supplied the necessary information regarding the session, you can begin to add positions, schedule interviews, view applicants, and manage a wait-list.

See the Tips and Hints section at the end of this document for explanations of the various OCR models.

Employment Tab

Once you have hired an applicant for an internship or employment, use the Employment tab to report that placement.

The Arts and Sciences Career Services Office greatly appreciates the reporting of selection data.
**Events Tab**

If you are interested in attending any of the annual events in which Arts and Sciences students and recent graduates participate, such as Spring Career Day, use the Events tab to locate those opportunities. You may also register online to attend.

You can also request information sessions on the Events tab. Information sessions are typically opportunities for you to promote your company and/or a position posting in FutureLink; many employers choose to hold information sessions prior to on-campus recruiting visits coordinated through our office. We can assist you with finding space on campus to hold your information session, including securing spaces to meet your audio/visual needs. If you plan to hold an information session off campus, we can still take your requests through FutureLink in order to promote it to students; however, we are unable to assist in securing event space for you.
POSTING JOBS AND INTERNSHIPS

Posting Positions

Once you have submitted a job or internship position to the FutureLink system, it must be approved for posting by a member of the Arts and Sciences Career Services Office staff. Postings are generally approved within three (3) business days. The approval process is in place to maintain the integrity of the recruiting process for employers as well as ensure the FutureLink system is generating applicable job and internship opportunities for Ohio State Arts and Sciences students and recent graduates. After a job has been approved, it is then viewable to students and recent graduates.

To remove a job posting after it’s been filled, or should it become unavailable, click on the “Deactivate” button. A list of previous and inactive jobs will appear on the “Archived Jobs” field as you remove them from the system. Should you deactivate a position in error, contact the Arts and Sciences Career Services Office to have the position reactivated in FutureLink.

To view what the posting looks like to students, click on the Preview sub-tab at the top of the posting form.
POSTING JOBS AND INTERNSHIPS

Viewing Applications

To view the applications and resumes, click on the “Jobs/Internships” tab, then click on “Applicant Resumes (non-OCR).” Please keep in mind that you are only viewing applicants who have applied to positions posted through FutureLink, NOT those who have applied through other on-campus recruiting efforts.

On the “Applicant Resumes (non-OCR)” tab, you will see the name of the person who applied, which position he/she applied for, the date he/she applied, and if a resume, cover letter, portfolio, writing sample, or other supporting document is attached. To view the documents, click on either the applicant’s last name or the icon in the Documents column.

Once you have reviewed the application, you can change its status to reflect the next steps you will be taking with that application. **NOTE: Students cannot see this status change.** Should you wish to not include the candidate for further consideration, click on the button labeled “Delete Application.”

If you have posted multiple positions, use the search feature to filter by position, status, or office.
TIPS AND HINTS

What is the difference between OCR and non-OCR postings?

“OCR” stands for On-Campus Recruiting; when posting positions to FutureLink, please consider whether or not you plan to interview for those positions on our campus. If you decide to interview on campus, all of your job postings will need to be posted as OCR positions. By posting opportunities as OCR positions, you can then request an interview schedule and room reservation with our office.

Non-OCR postings are for those companies who want to use FutureLink solely as a means of disseminating and/or collecting information. With these positions, you can post jobs and internships for students to view and apply to as well as collect resumes and applications online. Interviewing, then, is set up externally from the FutureLink system through your own company and its connection with candidates.

What are the differences between the four (4) OCR models?

Open: After applying for a position, a student or recent graduate does not have to be selected for an interview in order to sign up for one. Applicants are granted interviews on a first-come, first-served basis.

Preselect: After applying for a position, a student or recent graduate must be invited to sign up for an interview by the employer. This occurs after employers have reviewed the applicant’s credentials.

Preselect to Alternate: With this option, employers can choose a list of alternate applicants to interview should the first round of candidates decline or cancel an interview. The alternate candidates will not be able to schedule an interview until the preselect period in the system is over.

Room Reservation: This option is available for employers who do not want to post a position in FutureLink but would like to reserve a room on campus for interviews.

Where can I get a copy of the recruiting calendar for your office?

You can locate a copy of the calendar on our website.

What are the differences between the three (3) resume receipt options?

With a job posting, you can select from three different options for which to receive resumes. These options are described below; you may select any or all of the options to fit your resume receipt needs:

- E-mail

  When a user applies, a notification e-mail will be sent to you (or whatever e-address you specify) with a copy of the applicant's resume. You can log in to FutureLink to review applications and generate a book of resumes/application documents.

Career Services Office    100 Denney Hall, 164 W. 17th Avenue   (614) 292-3366   asccareerservices.osu.edu
• **Accumulate Online in FutureLink**
  You can log in to FutureLink to review applications and generate a book of resumes/application documents. No notification e-mail is sent to you when a student applies.

• **Other**
  You can specify additional or alternative steps a user must take to complete the application process. Users do not apply through the FutureLink system unless one of the other two options are also selected. This option is useful for employers who have an additional application to complete on their own website or would like students to download additional application materials that aren’t in FutureLink. Please also note that, if only this option is selected, our office cannot track if students have applied to your position.

**What are the differences between position types when posting a position?**

• **Career Employment**
  Specifies a paid position that is generally career-oriented

• **Part-Time Work**
  Specifies a paid position that is ongoing on a part-time basis or takes place during the summer break period for Ohio State students

• **Internship**
  Specifies a position that may be either full- or part-time, is for a temporary/seasonal period of time, and allows students to develop their skills and apply content learned in the classroom. These positions may be paid or unpaid; academic credit may be granted by a department in the Arts and Sciences if the experience meets certain requirements.

• **Co-op**
  Defined as full-time, paid work experience directly related to the student’s field of study. Students work directly for the employer and are held to the same standards and expectations as other employees. The experience should emphasize real-world tasks and responsibilities that grow with the student’s increased knowledge, skills, and experiences. **Note: At this time, FutureLink does not accept co-op experiences for posting.**

• **Volunteer**
  Specifies a position, generally unpaid, in which the student volunteers his or her time to serve an organization or cause

• **Practicum**
  Generally a one-time work or service experience done by a student as part of an academic class; almost all are done for academic credit

• **Fellowship**
  A temporary position, usually post-graduation, in which recent graduates partake in an ample amount of research

• **Residency**
  Specified as a temporary paid position following graduation; this on-site ongoing job training is directly related to the student’s field of student (e.g. medicine)
Job Shadow
Specified as a position that allows a student to spend between a day and several weeks observing a professional on the job; unpaid, and not generally done for academic credit

CONTACT INFORMATION

Arts and Sciences Career Services Office
100 Denney Hall
164 W. 17th Avenue
Columbus, OH 43210
P: (614) 292-3366
F: (614) 688-3036
E: asccareer@osu.edu
W: asccareerservices.osu.edu
Twitter: http://twitter.com/ASCcareer
Facebook: http://www.facebook.com/ASCcareer

Corporate Recruiting/Employer Outreach
Scott Kustis, Assistant Director
P: (614) 247-8698
E: kustis.1@osu.edu

Troubleshooting/Technical Questions
Jeanine Linkenhoker
Career Technology and Data Coordinator
P: (614) 292-6857
E: linkenhoker.3@osu.edu