FutureLink Quick Start Guide

Employers

REGISTER & LOG-IN
Go to http://ascrecruit.osu.edu and click on “FutureLink Employer Log-In”
• New FutureLink User: Click on “Register” to create a new account and follow prompts
• Returning FutureLink User: Enter your username and password. Click “Go” to log in.
• FutureLink is part of Ohio State’s university-wide job and internship management system, Buckeye Careers Network. Learn more at http://careers.osu.edu/employers

NAVIGATE THE HOMEPAGE – Home tab
• View announcements from Arts and Sciences (ASC) Career Services
• Quickly advance to other sections of FutureLink using shortcuts
• Jump to another instance of the Buckeye Careers Network
• View and manage calendar
• Observe system alerts

MANAGE YOUR ACCOUNT – Account tab
• Edit your contact information
• Manage system access by changing your password
• View a history of changes made to your account

MANAGE IMPORTANT DATES & PERSONAL EVENTS – Calendar tab
• Browse upcoming events by day, week, month, or year
• View postings by ASC Career Services as well as maintain your own personal event calendar

BUILD AN ORGANIZATION PROFILE – Profile tab
• Add information related to industry, products/services, competitors, and awards/accomplishments
• Include key statistics to make your company stand out from others
• Identify and explain your company culture, including uploading a logo or company branding image

POST A POSITION – Post a Position tab
• Click the “Add New” button to enter information about the position for which you’re recruiting
• Indicate your contact preference related to applicants contacting you directly about posted positions
• Submit posting for approval
NOTE: Approval for posting must be given by ASC Career Services before opportunities are viewable by students/graduated students.
**Review an Application – Post a Position tab**
- View who has applied to each position you've posted by clicking on “Applicant Resumes (non-OCR)”
- Review each applicant’s uploaded documents (resume, cover letter, writing sample, etc) by clicking on his/her last name or on the icon under the section called “Documents”
- Update the status of each applicant’s candidacy

**Recruit on Ohio State’s Campus – On-Campus Recruiting (OCR) tab**
- Request a schedule for interview and recruitment time at Ohio State
- Post positions to be recruited for during your on-campus time
- View applicants to OCR positions and grant interviews
- Recruiting schedules must be approved by ASC Career Services Staff

**Hire an Ohio State Student? – Report Your Hires tab**
- Click “Add New” to report hiring an Ohio State ASC student/recent graduate for an internship or for employment

**Attend an Event at Ohio State – Events tab**
- View upcoming events such as career fairs which are sponsored by ASC Career Services or in conjunction with ASC Career Services
- Register online to participate in events

**Contact Information**

**Arts and Sciences Career Services Office**
The Ohio State University
100 Denney Hall, 164 Annie & John Glenn Ave.
Columbus, OH 43210
P: (614) 292-3366 | F: (614) 688-3036 | E: asccareer@osu.edu
W: http://asccareerservices.osu.edu

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

**Troubleshooting and Technical Questions**
Christian Margard
Career Technology and Data Coordinator
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A complete employer user guide is available for download from our website.
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