POSTING INSTRUCTIONS FOR JOBS AND INTERNSHIPS

Please read these step-by-step instructions to avoid confusion and delays when posting your jobs and internships. If you are a Third Party Recruiter or wish to post jobs for an experienced alumnus (5+ years out) please email them directly to bmiller@pace.edu to be sent out on our Alumni Jobs Listerv.

Note: If you have any difficulty with our site, please disable your pop up blockers and try again in Firefox or Chrome.

Step 1: Create an account and link to Pace

Follow these instructions to create an eRecruiting account. An account is required to post positions.

1) Log-in: http://pace.experience.com
2) To create an account or retrieve your login information, go to the Employers box on the right-hand side of the page and click on Sign In.
   • If you do not have an account with Experience, click on Create an Account.
   • If you do have an account with Experience, log-in and click on Link Your Schools on your homepage, then choose Pace University from the drop-down menu.
3) Click on Request Access then Click Send

Step 2: Posting Jobs

1) Log on to your eRecruiting homepage (http://pace.experience.com)
2) Click on the Sign In button under the Employers box on the right-hand side of the page
   • Edit and/or hide contact information from students on this page in your Personal Profile
3) Under Pace University, click on Post a Job
4) Under Basic Post, click on the Select button

Entering job data:

• **Opportunity Type**: Select ONLY Job or Co-op, never use the “Internship” setting. At Pace, ALL internships are posted as “Co-op.” Positions other than internships are posted as a “Job” type
• **Compensation Details/Other Benefits**: We recommend including a salary range in order to receive applicants with appropriate levels of work experience and salary history
• **Job Function**: Select the function most closely related to your position. You may select multiple functions by holding down the CTRL key
• **Location**: Indicate the location of the job in order to route to the appropriate Pace campus
• **Application Qualifications**: Please indicate your preferences. To select multiple qualifications hold down the CTRL key

Once you click the Continue button on the bottom of the page, you will be prompted to complete school specific information. Be sure to click on the Complete Details Now button.
“How do you want to receive applications?”
- Click on Change this setting. For on-campus interviews, change the setting to In one email at the end of the Application period.
- If you wish to receive résumés at an alternative email address, enter that in Email to receive applications. Otherwise, they will be sent to your email address.

“Will you be interviewing for this job on campus?”
If you would like to conduct interviews on campus, select Yes. After we receive your job posting, we will contact you to schedule and discuss details of your visit.

**Step 3: Career Center Review Position**
After you have saved the job/internship, you will receive an automated email from eRecruiting letting you know that we have received the job posting. It will first have “pending” application dates. Pace will review the posting and adjust the dates before the job goes live on the Web. All positions are posted for 30 days, except those for the Campus Recruiting Program (CRP). You will receive a second automated email confirming that it is open for students to apply.

**Any questions?**
Please contact:
- Diana Martinez at dmartinez@pace.edu for internship matters.
- Helene Cruz (NY Campus) at hcruz@pace.edu or Sue Zankel (Pleasantville Campus) at szankel@pace.edu for full-time jobs or career fair matters.