

## Pace University Co-op Education & Career Services

### Posting Instructions for all Jobs targeted at Current Students and Recent Alumni

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 it directly to [Bmiller@pace.edu](mailto:Bmiller@pace.edu) to be sent out on our Alumni Listerv.**

If you have questions, email us at [careers@pace.edu](mailto:careers@pace.edu) or call NYC: 212-346-1950 or Westchester: 914-773-3361.

#### **Step 1: Create an Account & Link to Pace**

You must have an account in Experience in order to post positions.

1. Click here to log-in: <http://pace.experience.com>
2. In order to create an account or retrieve your login information go to the *Employers Log In Here* box on the right-hand side of the page
  - If you do not have an account with Experience, click *Create an Account*.
  - If you do have an account with Experience, log-in and click *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**

- Log on to your eRecruiting homepage (**[pace.experience.com](http://pace.experience.com)**)
  - \*Edit and/or hide contact information from students on this page in your *Personal Profile*
- If this is your first time posting, Click on *Jobs*, then on *Create a job*.
  - \* If you have already posted a job at Pace eRecruiting you can immediately click *Create a job*.
- Enter all information; required data fields or choices are noted with a red dot.
- *Entering job data:*
  - \***Opportunity Type:** Select ONLY Job or Co-op, never use "Internship" setting. At Pace, ALL internships or co-op jobs are posted as "Co-op" type and students seeking internships or co-ops will be searching that field. Positions other than internships or co-ops are posted as "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.
- *"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 wish to receive resumes 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 or contact us at the numbers above.
- *"Application Qualifications":*
  - \*Please indicate your preferences. To select multiple qualifications hold down the *CTRL* key.
  - \***Click Save to submit the job.**

#### **Step 3: Career Center Review Position**

After you have saved the job, 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 will go 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.