KENT STATE
UNIVERSITY

Experience Job & Internship Board
On-Campus Employer User Guide

All departments are required to post student jobs through the Career Services Center to ensure equal access under Federal law. Career Services will approve postings within 24 hours for students to view.

Departments employing the same student year after year within the same position do not need to post the position until the student resigns or is terminated.

Steps to utilizing the Experience Job & Internship Board:

1. Log into the Experience Job & Internship Board
- Go to **www.kent.edu/career** and click **Employer/KSU Dept Login** under "Find Job & Internships". We recommend **bookmarking the Employer Login page for easy future access.**
- You will log in using your kent.edu email address and the password issued to you by the Career Services Center. On-Campus employers who are posting a job for the first time should contact the Career Services Center to have their account set up. **Please do not create an account -** we must complete the account creation process internally.

2. Edit your Current Contact Information
- Log into your **Experience** account
- Click **Access My Schools**
- Click **Kent State University**
- Click **My Account** at the top of the page
- Click **Edit** at the bottom of the page and make the appropriate changes
- Click **Save**
  Note: Please make sure your **department name** is listed in the following fields: **department, address 1,** and **city** – that is due to the way your job will display when students search for on-campus student jobs.
  Note: To change your password, click password "edit" at the top of the page under "Account Information".

3. Create a New Job Or Graduate Assistantship (Post for Candidate Viewing)
- Log into your **Experience** account
- Click **Access My Schools**
- Click **Kent State University**
- Click **Jobs**
- Click **Post a New Job**
- Click **Select** at the bottom of the "Basic Post" column on the left (this ensures that you post your position(s) for **FREE**)
- Enter all required information (denoted with a red asterisk)
- To complete step 3 "Additional Information", click **Complete Details Now**
- Click Continue when you see the **green "Done" check mark**
  Note: Select "No" when asked "**Will you be interviewing for this job on campus**". This option is for off-campus employers who interview in the Career Services Center.
  Note: Multiple items in a drop-down list can be selected by holding down the "control" key.
  Note: Please make sure your **department name** is listed in the following fields: **employer division,** and **city.**
  Note: Graduate Assistantship postings must have "**GA – Department Name**" in the **job title.**
  Note: All jobs will be posted for **30 days** unless otherwise requested.
  Note: Your job will automatically close at the end of the posting time frame. If you need a job closed early or would like to request to extend the time frame, please contact the Career Services Center.

NOTE: Once a hiring decision is made, departments should inform all applicants that the position has been filled. In an effort to assist students with their job search and interview strategies, be prepared to share feedback and suggestions for improvement. Departments may also refer students to a career counselor for assistance.

4. Copy (Re-post) a Job That Is Active

- Log into your **Experience** account
- Click **Access My Schools**
- Click **Kent State University**
- Click **Jobs**
- Click the desired **Job Title**
- Click **Copy**
- Click **Select** at the bottom of the "Basic Post" column on the left (this ensures that you post your position(s) for **FREE**)
- Enter all required information (denoted with a red asterisk) and click **Continue**
- To complete step 3 "Additional Information", click **Complete Details Now**
- Complete all required fields and click **Save**
- Click **Continue** when you see the **green "Done" check mark**

5. Copy (Re-post) a Job That Has Been Archived

- Log into your **Experience** account
- Click **Access My Schools**
- Click **Kent State University**
- Click **Jobs**
- Click the desired **Job Title**
- Click **Create a new version of this job** at the top of the page
- Click **Select** at the bottom of the "Basic Post" column on the left (this ensures that you post your position(s) for **FREE**)
- Enter all required information (denoted with a red asterisk) and click **Continue**
- To complete step 3 "Additional Information", click **Complete Details Now**
- Complete all required fields and click **Save**
- Click **Continue** when you see the **green "Done" check mark**

6. Copy (Re-post) a Job That Is Inactive

- Log into your Experience Account
- Click **Access My Schools**
- Click **Kent State University**
- Click **Jobs**
- Click the desired **Job Title**
- Click **Copy** at bottom of page
- Click **Select** at the bottom of the "Basic Post" column on the left (this ensures that you post your position(s) for **FREE**)
- Enter all required information (denoted with a red asterisk) and click **Continue**
- To complete step 3 "Additional Information", click **Complete Details Now**
- Complete all required fields and click **Save**
- Click **Continue** when you see the **green "Done" check mark**

NOTE: Once a student has been interviewed and selected for a position, the hiring manager/supervisor will log into CampusWorks to complete the hiring form. The hiring manager and student will receive an email with the subject "job confirmation" once all of the employment steps have been completed and the student may begin work. The entire process may take up to five business days.

Contact Career Services at cscjobs@kent.edu or 330-672-2360 with questions.

7/25/13