

## Employers Detailed Procedures

### Broncos Careers home page:

The Office of Career Services home page includes **Links** to all of the areas of interest for employers.

The following are detailed procedures to assist you in navigating our website.

### First-time Broncos Career Link users:

1. Go to <http://www.uncfsu.edu/CareerServ/Employers.htm>
2. Click **Bronco Link For Employers** (*2nd bullet middle of the page*)
3. Complete the Login for your company by
  - a) Fill in use rname box
  - b) Fill in your password
  - c) Click on **GO** or **Reset** to start again
4. Click **Register** (Register And Post Local Job/ Register And Post a NACElink Multi – School Job) to create a new account.  
Complete registration information form. Required fields are noted with a red asterisk.
5. Click **Submit** to complete registration
6. If you have any questions please feel free to contact us at 910-672-1205/1098.

### Returning Bronco Career Link users:

1. Go to [http:// www.uncfsu.edu/CareerServ/Employers.htm](http://www.uncfsu.edu/CareerServ/Employers.htm)
2. Click **Bronco Link for Employers** (*2nd bullet middle of the page*)
3. Enter your user name and password and click **GO**

### Your organizations profile:

Your Bronco Link account gives your organization the opportunity to establish itself as an employer of choice in a quick and easy format, available to all university students and alumni.

1. Click on **Profile**
2. You'll see 3 areas to complete: 1) who we are, 2) key statistics and 3) company culture.

You may enter information in any or all of the fields.

Only areas you complete will be viewed by students and alumni.

Additionally, you can upload your company logo, which will then appear on your profile and all jobs you may post.

### Posting jobs and internships for FSU Students or alumni

1. Click **Jobs** on the top navigation bar
2. Click on the **ADD NEW** button

3. Enter your job and/or internship position
4. Required fields are marked with a red asterisk (\*)
5. Click **Submit**

**Viewing applicants for jobs :**

1. Click **Jobs** on the top navigation bar
2. Click **Student Resumes** tab
3. Click **Resume icon** in Documents column to view resume

**Changing your password:**

1. Click **Account** on the top navigation bar
2. Select the "**Change Password**" tab
3. Enter new password, then re-enter to confirm
4. Click **Change**