



Employer Guide To The Opportunity Network

Visit: www.elms.edu/career

New Users – Registration & Initial Job Posting:

- Select the Employer link – Click on the "Click here to Register!" link.
- Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk. (The more detailed you fill out your profile, the better we will be able to assist you. You will be able to update your profile in the future as needed.)
- Make a note of your username and password for future reference:

username:	password:
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- Click on the Register button.
- To post a job follow the steps in To Create a New Job below.

NOTE: Once you have registered and if you have submitted a job, both your account and job will be in pending status. An administrator will review both and contact you if they have questions. When your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (413) 265-2272 or careers@elms.edu.

Existing Users:

Log into system using your Username and Password. (*Don't worry - there is a link if you have forgotten!*)

Update your profile

- To update Employer Information, click on [Edit]. Make changes and SAVE to complete.
- To update Contact Information, click on [Edit]. After making changes, SAVE to complete changes.

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

To Create a New Job

- Click on My Jobs, click on New Job. Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete. In the field, "Application Instructions," enter the procedure in which a potential employee may apply for this position. (For example: Please send a resume and cover letter, please apply online at our website, please apply through this system.) Click on SAVE to update this information.
- Under the Posting Information section, there are two fields that you need to review. In "Show Contact Information," if you select No, your contact information will not be available to potential employees. In "Allow Online Referrals," if you select Yes, students can submit their resume to you via this system (i.e., you will receive email notification of students' job application and be able to view resumes on-line).

To Review My Current Job Postings

- Click on My Jobs and any jobs currently available with your company will be displayed.
- To view the job information, click on the ID No.

To Make Changes to Current Jobs

- There are several sections (Position Info, Contact Info and Posting Info) that you may update.
- To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.

NOTE: Once you add a job or make changes to a current job, a Career & Experiential Learning Center employee will review this information before it is posted.

If you have any questions or would like additional assistance please contact (413) 265-2272 or careers@elms.edu.