

EMPLOYER GUIDE TO USING eRECRUITING

This guide will walk you through the basics of listing an opportunity in eRecruiting. You are able to post with Seton Hall University free of charge. **To avoid confusion and fees**, please read all instructions carefully.

Employers who DO NOT have a Seton Hall University Account

To create an account:

1. Click on the link: <http://setonhall.experience.com/emp/sblogin>
2. Click **“Create an Account”** in the Employer Log In Box, enter email address and click **“Continue”**
3. Enter your information on the next two pages, be sure to click **“Continue”** each time
4. At the top of the page you will see **“Confirmation ✓”** At this point your access is pending.
5. Please click **“Logout”** in the upper right hand corner.
6. Wait to receive the email from Seton Hall stating that **“Your access has been granted”**. This email will contain directions on how to post **free of charge!** (If you see a message regarding fees, you have made an error. Please call us for help.)

Employers who DO have a Seton Hall University Account

To **POST FREE** at Seton Hall University you must follow these instructions.

1. Go to: <http://setonhall.experience.com/emp/sblogin> Enter your email address and password
 - If you are posting an **internship**, please review, sign and submit the **“Internship Partnership Guidelines”** located here: <http://www.shu.edu/offices/career-center/internship-guidelines.cfm>
2. Choose “Access My Schools”
3. Select **“Seton Hall University”**
4. Click on the **Jobs** link and choose **“Create a New Job”** in the box to the right.
5. Choose Basic Post and click **“Select Basic”** to the left to ensure FREE posting
6. Scroll to the bottom of the page and choose **“Continue”** to enter the posting

All professional positions and internships will be posted for 60 days. If you wish to change this time period or if your position is filled prior to the end of the 60 day period, please contact The Career Center.

Please be aware that your contact information **will not appear to students**. Also, you will notice **the apply end date is set well into the future**. Be assured that The Career Center will adjust the dates within 1-2 days of receiving your job information.

Searching for Candidates

RESUME BOOKS

Your eRecruiting account with Seton Hall University also gives you access to students through Resume Books.

ENHANCED POSTING OPTIONS TO ALUMNI

You should also consider posting “early, mid, or executive level” positions in eRecruiting. These opportunities will be shared with our talented alumni at no cost to you.

Please Contact us with Questions

Phone: 973-761-9355 • Email: [careers @shu.edu](mailto:careers@shu.edu) • Website: <http://www.shu.edu/offices/career-center/>