Instructions for Employers & Recruiters

Creating a New Account & Posting a Position

1. Go to **www.nacelink.com/nl_central_employer.php** and click the "Login" link in the top right corner of the page.
2. New users will click the "Register and Post Job Now" button.
3. Enter all required personal and organizational information and click on the "Save & Proceed" button.
4. On the "Contact/Employer Info" tab, update personal and organizational details, then click on the "Save & Proceed" button.
5. On the "Job Information" tab, enter required information for the position, then click on the "Save & Proceed" button.
6. On the "Choose Schools" tab, select Bellarmine University and other participating colleges and universities where you would like to post the position. Click the "Save & Proceed" button.
7. On the "Review Posting" tab, confirm position information and click the "Preview Posting" button to see how your listing will appear to students. Click the "Proceed to Checkout" button and enter payment information to complete the process.

Logging Into an Existing Account & Posting a Position

1. Go to **www.nacelink.com/nl_central_employer.php** and click the "Login" link in the top right corner of the page.
2. Enter your email address and password before clicking the "Login" button.
3. Click on the "Jobs" link at the top of the page, then on the "Create New Job" button at the bottom of the jobs list.
4. On the "Job Details" tab, enter all information for a new position or copy and edit an existing posting from your archive. Click on the "Save & Continue" button.
5. On the "Choose Schools" tab, select Bellarmine University and other participating colleges and universities where you would like to post the position. Click the "Save & Review Posting" button.
6. On the "Review Posting" tab, confirm position information and click the "Preview Posting" button to see how your listing will appear to students. Click the "Proceed to Checkout" button and enter payment information to complete the process.

Online Employment & Recruiting Services

- Home Page – Access the Employer User Guide, FAQ's, announcements and links to NACE news and resources.
- Account – Update your personal information, organizational information and password.
- Jobs – Create, review, edit and delete current positions or repost archived positions in the system.
- Applications – View and download applicants to positions for which you selected "Online" as the application method.

Other Career Development Resources

- **CareerPortal** – Bellarmine University Career Development website (**www.bellarmine.edu/careerdev)** for all your college recruiting, internship and employment needs.
- **CollegeCentral** – Career services management system for students, alumni, employers and other community members; primary resource for job, internship and volunteer opportunities; on-campus interviewing; and a new mentoring network.
- **LinkedIn**, **Facebook**, **Twitter** and **Tumblr** – Follow BUCareerDev for more networking, information, opportunities and advice.
- On-Campus Recruiting Activities – Set up an information table, host a company information session or conduct on-campus interviews. Contact the Career Development staff for registration forms, scheduling assistance and logistical support.
- Workshops and Career Fairs – Be the exclusive sponsor for one of our Career Development workshops and participate in an on- or off-campus career fair. Contact our office to discuss upcoming events and register your organization.
- Alumni Career Consultants – Bellarmine University alumni volunteers who help students and peers with resume reviews, mock interviews, workshops, networking, mentoring and more. Interested alumni may contact Peter Kremer, Executive Director of the Alumni Association, at **pkremer@bellarmine.edu** or 502.272.8334 for more information.
- Employment Professionals – Human resource professionals, hiring managers and third-party recruiters are invited to join this select group of volunteers, who assist with resume reviews, workshops, mentoring and other activities. Contact Ann Zeman at **azeman@bellarmine.edu** or 502.272.8154 for more information.
- Career Development Advisory Board –A new advisory board of employers, recruiters, faculty and staff is forming to enhance the career development of Bellarmine students and alumni and to improve the services, programs and resources offered to all constituents. Contact Todd Reale at **treale@bellarmine.edu** or 502.272.8242 for more information.