NICHOLS COLLEGE 1815

The Road to Success
because... Your Success Is Our Business
OFFICE OF CAREER SERVICES

Employer Guide: How to navigate the NC *Road to Success* System

This guide will help you navigate through our online networking and recruiting system. Through Road to Success you will be able to keep your profile updated, view and add internships and jobs, participate in our On-Campus Recruiting Program, as well as register for Job Fairs and special events.

Registering/ Logging in

Step 1: Go to our home page: www.nichols.edu/careerservices.

Step 2: Click on the Employer link, click on [Road to Success].

Step 3: If you are a registered user, simply type your username and password, then click Login.

If you have never registered, click the "Click here to register" link. Fill out your profile and click the Register button.

> You will receive an email after your registration has been approved. While you are "pending," you can still post jobs and register for events.

NOTE: If you forgot your password, you can click the "Forgot your password?" link to have it reset and emailed to you. This link is on the Login Page.

Home

After you have logged in, you will be on the Home page. Here you will find 4 useful tools:

1. **Announcements** — Important announcements about services offered through OCS, our students, and upcoming events.
2. **Resource Library** — You will find this Employer Guide and the Employer Recruiting Policy.
3. **Quick Links** —
   - Report a Hire— Let us know if you hired one of our students by clicking this link.
   - My Task List— This folder will show all new resume referrals/submissions and (you will also be notified via email when a student applies to one of your job postings).
4. **Calendar** — You will see jobs that are expiring for your company, upcoming Interviews and Info Sessions for your company, and any upcoming Job Fairs.

My Profile

Choose this menu option to update your contact information (password, phone #, email, etc).
It is important to update your profile on your initial login!

NOTE: Under the Employer profile, you can opt into the Employer Directory. You can choose to have just your Company displayed or also your contact information. This will be available to students.

My Jobs

How do I create a new job?
Choose My Jobs> New Job to create a new job posting.

How do I edit an existing job?
Choose My Jobs to view a list of all job postings you have created. Click on the Job's ID or Job Title to view your job's details. If you edit a job, it will be reviewed by our office before it is reposted to students again.

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My Jobs

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What do the Job statuses mean?

Pending—All new jobs and edited jobs will be marked with this status.
Active—After a job is approved by our office, we will assign your job this status.
NOTE: You can close this job, by opening it and clicking [Close Job] at the top.
Closed by Employer—This is the status assigned when you close the job.
Inactive—When a job expires, it will be assigned this status.

How do I create or view job Placements or resume Referrals?

Choose My Jobs and next to each job you will find the Activity column.
R is for Referrals — Click the R to view students that have applied/submitted their resume.
P is for Placements — Click the P to view job Placements of previously hired students. See the following section below for directions on how to "Report a Hire."

JOB FAQs:

When will my job post to students?

Once your job is accepted by our office, we will change the status to Active and it will post on the Post Date listed. If the Post Date has past, then it posts as soon as we accept it.

When will my job expire to students?

When the expiration date is reached. The expiration date automatically defaults to 60 days. You may edit this date if you want your job posted online for a longer period of time.

Will I get an email the day before my job expires?

Yes, it will be emailed to the email address listed in your profile, under My Profile.

How do I close a job before the Expiration date?

Click on your job to view the details. At the top of the job you will see [Close Job]. Click on that link to close your job. The status will change to "Closed By Employer" and it will no longer be available to students. (Don't forget to create a placement if you hired one of our students!)

I'm filling out a job for the first-time. What are these fields?

Show Contact Info—

- Choose Yes to show your contact info section.
- Choose No to not show it.

Allow Resume Submission through Road to Success —

- Choose Yes to allow students to submit their resume through the Road to Success system. You will receive an email as the students apply.
- Choose No if you prefer to receive resumes or student contact outside of the Road to Success system (be sure to fill out the Application Instructions field, so that students know how to apply).

Email Employer with each Resume Submission —

- Choose Yes and the Road to Success system will email you as soon as an applicant submits their resume.
- Choose No and the Road to Success system will NOT email you. You will need to login to view any resume submissions. To do so, follow these steps:
    1. Go to My Jobs > Job List.
    2. Click on the desired job (by clicking on either the job ID or job title).
    3. Click the [View Activity] link at the top of the job. Now you will see the Resume Referrals that have been submitted.
    4. Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes.

Hire a student? Let us know!

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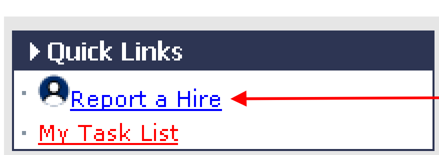
Should I report a hire?

Yes! You should <u>always</u> report the hire of a student. Each reported hire helps in our office's endeavor to maintain accurate placement statistics. These statistics allow us to better serve both you and our students!

How do I report a hire (Placement)?

<u>STEP ONE:</u> To report a hire, click on the "**Report a Hire**" link located on your Home page (next to the calendar).



STEP ONE: Click "Report a Hire" to begin!

Hire a student? Let us know!

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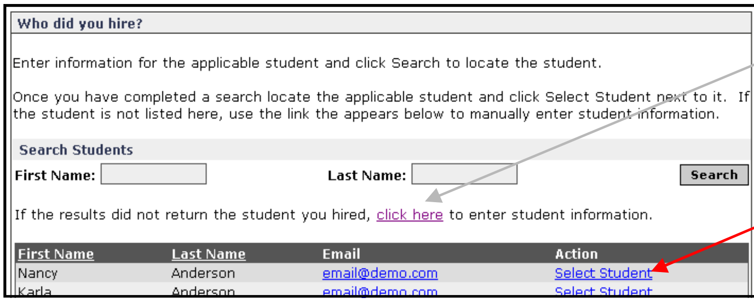
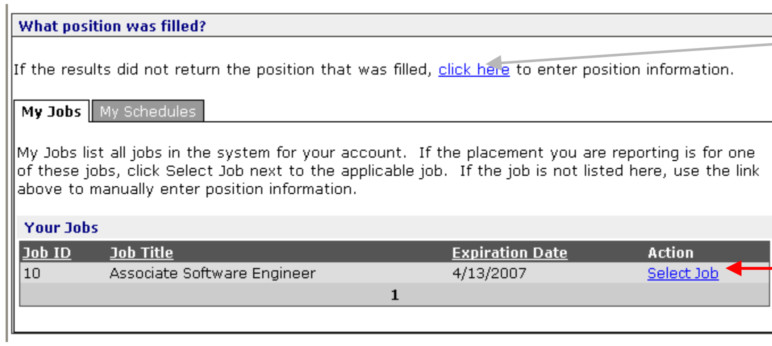
STEP TWO: Search for the student you hired. Then, click “Select Student” next to his/her name.



Can’t find your student? Click the “click here” link to enter his/her name.

STEP TWO: If you do find your student, click “Select Student” next to the student’s email address.

STEP THREE: Select the job/position for which this student was hired.



Can’t find your job? Click the “click here” link.

STEP THREE: Select the Job you hired the student for.

OCR Schedules

*not available to Third Party employers

Choose OCR Schedules to view your on-campus interview schedules.

To request a new On-campus interview schedule, select New OCR Schedule Request (under the OCR Schedules menu option). Our office will call or email you to confirm your preferred interview schedule date. If you need to change the date or other preferences at a later time, please call our office.

How to print Resume Packets —

- **Preselect Packet:** You can print the list of students and resumes that have dropped their resume to your OCR Schedule. To do so, follow these steps:
    1. Go to your Schedules List (by clicking on the OCR Schedule menu option) and then click on the desired OCR Schedule (you can click on the Schedule ID or job title).
    2. Scroll down to the bottom and you will find the “Preselect Activity” section. Click “Manage List” in the upper right corner.
    3. Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes. (NOTE: This is also where you will make your selections as to whether a student is Accepted or Not Accepted for your Preselect Schedule. You will be emailed the day before you can make your selections.)

- **Interview Packet:** You can print all students that are signed up for your OCR Schedule. To do so, follow these steps:
    1. Go to your Schedules List (by clicking on the OCR Schedule menu option) and then click on the desired OCR Schedule (you can click on the Schedule ID or job title).
    2. Scroll down to the bottom and you will find the “Sessions” section. Click on the desired Interview Date (there might be several dates listed, if you will be using multiple interview rooms).
    3. Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes.

Career Events/ Job Fairs

Choose this menu option to register for upcoming events including:

- Job Fairs
- Career Center Education Events

Contact Us!

Our office hours are Monday through Friday from 8:30 am-4:30 pm

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