Job and Internship Posting Guidelines

Upon submission of your job/internship posting, it will be reviewed by the Recruitment Staff and made viewable to students. For your reference, we have provided guidelines for posting to OwlNetwork, our on-line Career Management System. We trust that this information will ensure a seamless posting experience. If you have any questions please don’t hesitate to contact us (215) 204-7981 or recruit@temple.edu The Career Center WILL NOT POST positions in the following areas: Opportunities based solely on commission, Third Party Org / Recruitment Firms, Tutors, nanny/sitters.

GETTING STARTED:

Please Note: IF YOU ARE SEEKING THE FOLLOWING MAJORS, BYPASS THIS SYSTEM and contact the individual school directly to post your position:

- **Business Majors:** Megan Panaccio, Fox School of Business 215-204-8095
- **Law Majors:** Beasley College of Law, Timothy LeGower 215-204-8806
- **Nursing:** Naseem Lodhi, College of Health Professions & Social Work 215-707-4618
- **Occupational Therapy Majors:** College of Health Professions, Jackie Lukawski, jlukawski@temple.edu
- **Pharmacy Majors:** School of Pharmacy, Eileen Lichenstein, 215-707-2429
- **Physical Therapy Majors:** College of Health Professions, Dr. Emily Keshner, ekeshner@temple.edu
- **Risk Management Majors:** Michelle Henry, Fox School of Business 215-204-2046
- **Social Work:** Cheri Cater, College of Health Professions & Social Work cheri.carter@temple.edu
- **Tourism / Hospitality Majors:** Brandon Meyer, Fox School of Business 215-204-6102
- **ALL OTHER MAJORS:** James McLaughlin, Career Center recruit@temple.edu

LOGIN INSTRUCTIONS:

LOGIN to OwlNetwork  [www.templeuniv.experience.com/emp/sblogin](http://www.templeuniv.experience.com/emp/sblogin)

1. If you are a NEW USER to our system please click “Create an Account” / If you have posted with us previously, BYPASS these instructions and proceed to your Owlnetwork account. New Users will be prompted to fill in basic information and submit. Pay close attention to the yellow dialog box on the top of the screen as this is as an “Access Request” and requires the Career Center to accept or deny the request. Note, it can take up to 24 hours / and or 1 business day to process your “Access Request”. An email will be sent with the status for your request. If approved please follow link in email to continue.
a. Click on the link which will bring you to a “sign on screen” proceed to the shaded box, titled “Employer Sign in” to access your newly created account. *Check your spam or junkmail as messages end up there on occasion.

2. If you have posted a position with us previously please visit www.templeuniv.experience.com/sblogin, please login with username (email address used to setup account) / password

3. If you have forgotten your password, click on “Forgot your password” beneath login button.

INSTRUCTIONS TO POST A JOB OR INTERNSHIP:

1. You will be prompted to complete a basic profile. PRESS CONTINUE

2. On the next screen you will see “My Experience Dashboard” on the right side of the screen.

3. On the “Dashboard” under “My Schools” click on “Temple Univ-Career Center”

4. Under “Access My Schools” click on “Post a Job”

5. On the “POST A JOB” screen, you will select the “BASIC POST” on the far left side of the screen, which is NO COST to our employers.

6. On the “POST A JOB / JOB DETAILS SCREEN”

7. Under “Opportunity Type” indicate either: JOB / INTERN / CO-OP

8. Under “Job Title” type the job title

9. Under “Job Description” type and insert in your job description.

   *Please DO NOT include any contact information such as email, postal addresses, or phone numbers in the body of your posting, as applications will be sent to you automatically via the Career Management system. When students apply for the posted positions, it will prompt them to upload their resume to the system. There is no need to "require a resume" to apply. If a cover letter or writing sample is required, select it in the location for “REQUIRED MATERIALS” on the posting template.

10. Under “Select the primary role type that best describes this position” you select ONE choice from the following list: Analytical, Creative, Sales, Service, Management, Operational

11. Under “Indicate the preferences of this job” You will answer a series of questions about what tasks are required for the position. Answer either RARLY / OCASIONALLY / FREQUENTLY

12. Under “Job Location” indicate the location of where the position will be held: Country/State/City or if the position is located in multiple locations, or in all 50 states indicate as appropriate.

13. Under “Employer Division” type in the department or division of your company for which you are recruiting.

14. Under “Compensation Type” select either PAID or UNPAID
15. Under “Compensation Details / Other benefits” type in any important details regarding salary etc.  PLEASE NOTE: Jobs based solely on commission with NO base pay structure throughout WILL NOT BE POSTED.

16. Under “Job Status” select either FULL-TIME or PART-TIME

17. Under “Experience Level” select the level of experience: Entry-Level (less than 1 year) or Experienced (1-5 years or 6+) Note: for Entry-Level positions for experience less than 1 year are best suited for seniors about to graduate, graduate students (master’s level) and recent grads under 1 year.

18. Under “Job Functions” Please limit your selection to 3.

19. Under “Period of Employment” select the following:  Fall, Spring, Summer, Post Graduate ONLY
   • For jobs/internships that occur during the Academic year, select Spring, Fall
   • For jobs that are intended for seniors/recent grads / alum, select Post Graduate
   • For part-time jobs/internships select: Summer / Fall / Spring

20. Under “Required Materials” select as appropriate such as a cover letter. Writing samples etc.  PLEASE NOTE; NO need to require a resume as students resumes are already uploaded in system when they apply for the position. Please specify what you are looking for in the writing sample.

21. Under “Application Method” follow the procedure below:
   • For TRACKING & EFFICIENCY: select “YES” for students to apply via E-Recruiting.
   • DO NOT USE: "NO-USE ALTERNATE APPLICATION INSTRUCTIONS," as this does not permit the Career Center to track applications.

   OPTIONS FOR RECEIVING RESUMES:
   • Retrieve them when you log in to the system – Employers can log into the system to bundle resumes before or on the application deadline.
   • Email each application as they come into your email – Employers can receive resumes right away should you have an immediate need to be filled. You will need to enter the email address to which the resumes will be sent.
   • In one email at the end of the application period – Employers can receive all resumes in one bundle at the end of the Application period at once. It is important that you set the most appropriate deadline. You will need to enter the email address to which the resumes will be sent.
   • If you require students to apply via your organization's website, please
   • DO NOT USE THE ALTERNATE APPLICATION INSTRUCTIONS FUNCTION!, use the method listed below:
   • Do you need students to fill out additional information on your corporate web site after they submit their applications? If so, please enter the URL for the web page you would like to send them to.
When you have completed all steps, click “CONTINUE” at the bottom of the page to move on to the next steps.

Under “Additional details are needed for the following school(s):” click on the box “COMPLETE DETAILS NOW”

You will then fill in the customized job fields as noted:

1. Will you be interviewing for this job on campus? - Select NO. If you wish to conduct on-campus interviews for this job, CONTACT THE CAREER CENTER AT 215-204-7981.

2. **Job Classification:** Select an option: internship, co-op, fellowship, full-time, part-time

3. **Application Deadline:** Please indicate the date at which you would like your job to expire. Jobs are posted for one semester ONLY. Recommended duration 3 weeks at least. You will have the opportunity to repost your job for dates beyond the current semester. Please enter the date in mm/dd/yyyy format (example: 12/12/2012). If you do not put an application end date on our job, it will automatically expire at the end of the semester.

4. **Experience Level:** Select the level of experience: Entry-Level (less than 1 year) or Experienced (1-5 years or 6+) Note: for Entry-Level positions for experience less than 1 year are best suited for seniors about to graduate, graduate students (master’s level) and recent grads under 1 year.

   - Less than one year: designated for entry level / seniors who are about to graduate / graduate students (master’s level) or recent graduates under 1 year.

   - 1-5 Years / 6+: designated for ALUMNI who have seasoned work experience.

5. Under “Job Functions” Please limit your selection to 3.

6. **Major:** Select the desired major(s). If you are targeting more than one major, press CTRL and select mult majors.

7. **Student Status:** select accordingly: freshmen / sophomore / junior / senior / graduate / alum

   Please note: The term “Graduate” refers to a Masters Level student

   *Alum* is defined as an individual with 1-6 years of full time work experience

8. **Work Authorization:** If your organization requires students to be “Authorized to Work in the United States” meaning they are Permanent Residents or U.S. Citizens you will want to select the following options: “check the box indicating Work Authorization is Required” and select “Authorized to Work in the United States in the menu of options as well as select “Include candidates that do not require sponsorship”. If your organization sponsors International students seeking sponsorship, will select all other options listed.
The selections that you make will be filtered and only students who meet the specified criteria will be permitted to submit their resume.

Upon completion, press SAVE and CONTINUE to preview the posting and press CONTINUE again.

Thank you for posting your position, your job will be reviewed by the recruitment staff and made viewable to our students within 24-48 hours and/or up to 2 business days.