

Lesley University

Directions for Employers using *Lesley Career Connection*

Overview:

Lesley Career Connection is an online system that gives employers an opportunity to list and manage their professional openings, student employment jobs, and undergraduate internships. In addition, if you are looking to fill a professional position, you can search for Lesley candidates who have given permission for employers to view their resume. We hope that this tool will allow you to have greater access to Lesley University candidates.

Set up your Profile:

1. Go to www.lesley.edu/crc/employer and click on “Click here to register.” This one-time registration process will only take a minute or two.
2. Type in the name of your organization.
 - If it does not appear, try again with just part of the organization name since we want to avoid duplicates. If it still does not appear, click on “Can’t find your organization?” and fill out your organization information.
 - If your organization name appears, click on the check mark next to the name of your organization and click “Continue.” You will be taken to your organization’s profile; please skip to #7 below.
 - **NOTE FOR PUBLIC SCHOOLS:** When searching for or entering your school on LCC, please use the name of the entire district, not one specific school from the district.
3. For “Type of Organization,” select one or more categories that best describe your *organization*, not the position that you are listing.
4. **ONLY IF** you are a human services employer, please note the population(s) that your organization serves. If you are not a human services employer, skip this question.
5. Please fill out the next set of fields. If your organization has an online application process where applicants can upload their resume and cover letter, please provide the URL in the “On-line Application Address” field. **EMAIL ADDRESSES WILL NOT BE ACCEPTED IN THIS FIELD**- if you do not have a URL, leave this section blank.
6. Employers are encouraged to select “Yes” to be listed in the Employer Directory. That way, even if you don’t have any positions listed in *Lesley Career Connection*, Lesley candidates will have access to your organization information and website.
7. After filling out the Employer Information, you will be asked to fill out information about the hiring contact under “Contact Information.” All jobs need to be linked to a contact.
8. Create a user name and password and keep it for future access to *Lesley Career Connection*. When you are finished, click “Register.”
9. Within two business days, you will receive an email when your profile has been reviewed by the Career Resource Center staff and approved. You may enter a position before your profile is approved; you will receive an email when it is approved and available to Lesley candidates.

Enter your position:

1. If you are entering *Lesley Career Connection*, use your user name and password that you selected.
2. On your home page, go to the menu bar at the top and click on “My Positions” and then “New Position.”
3. Fill out the required fields.
4. Under “Position Category” select the category that best describes the job or internship; you may select more than one.
5. We encourage you to select “Yes” to the question “Include Contact Information in Listing?” If you select “Yes,” Lesley candidates will see your name and information in the Contact Box above when they view the position listing.
6. You may tailor the expiration date to meet your needs. If you do not close the job, it will expire in six weeks or the date that you indicated.
7. When you are done, click “Save” and exit the system by clicking “Sign Out” on the top bar. You will receive an email when your position has been reviewed and approved.
8. After you fill the position, please go back into the system and click on “ My Positions” and then “Position List.” Click on the link at the right of the job posting called “Close Job.”

Questions?

If you have a question, please email crcjobs@lesley.edu or call the Career Resource Center at 617-349-8550. **Best wishes in filling your positions!**

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