Wildcat CareerConnect

Benefits of CareerConnect

Creating an account on our CareerConnect system will give you access to the following services:

- Post and manage jobs
- Screen candidates
- Receive information related to Career Fair Events
- Register for Career Fair Events
- Schedule on-campus interviews

Recruiting Eligibility Requirements

Employers wishing access to CareerConnect, attend career fairs, and/or hold on-campus interviews with students must meet all of the eligibility requirements below:

- The organization *must* be recruiting for professional career employment positions, internships, and/or student jobs that:
    a. require a university degree or degree-related experience (part-time student jobs may be exempted from this requirement)
    b. are directly related to one or more WSU majors (part-time student jobs may be exempted from this requirement)
- *All* positions for which the organization is recruiting *must* provide compensation that *does not* rely on recruiting others to join the organization.
- The organization *may not* require any cost to the student/graduate in terms of startup or training fees.
- The organization *must* hire students directly (no third-party or self-contracted arrangements)*
- Complete, accurate, and verifiable company and contact information *must* be provided to the Career Center.
- All job descriptions posted *must* include the organization name and a full and accurate description of the position. Job announcements deemed by Career Services to be incomplete or misleading will not be posted.

*Jobs being marketed through third-party organizations may be posted if the name of the hiring organization is provided and the job meets all other eligibility requirements.

Due to limited resources, Career Services reserves the right to set restrictions on the number and type of jobs that will be posted for an organization.

Getting Started

- Go to our homepage: www.weber.edu/careerservices
- On the left side of the page, click the "Employer" tab of the login box
- From here you may enter your login information. If you have not yet created an account, click "Register"
- From here, you may search for your organization's name. If you cannot find it in our system, click on "Can't Find your Organization?" and enter the required information.
- From this point, you will be prompted to create your account. Once completed, your account will be activated within 48 hours and you will be free to begin posting positions.
- If you do not remember your login information, please contact our office at 801-626-6393.

Creating a New Job

These features will only be available to employers whose accounts have been approved. You will receive an email upon approval of your account within 48 hours of creation.

- Under "My Jobs", click "New Job". Enter job information. Fill out as much information as possible to make the job posting complete.
- Click on "Save" to complete the posting.
- Your job will be activated within 24 hours.

Viewing Your Jobs

- Click on "My Jobs" and any jobs currently available with your company will be displayed.
- To view the job information, click on the Job #

Making Changes to a Current Job

- There are several sections [Position Information, Contact Information, and Posting Information] that you may want to update after you have posted the job. To make changes to any section, click on the EDIT link and make your changes. Once completed, click "Save" for each section.
- Your job will be re-activated within 24 hours.

Managing Your Profile

- To update Employer Information or Contact Information, click EDIT. Make your changes and click "Save". The Career Services Center will re-activate your account within 24 hours.

On-Campus Interviewing
(No charge for this service)

To schedule on-campus interviews, contact Career Services at
801-626-6393 or by email at careerservices@weber.edu.