



# BOB JONES UNIVERSITY

## Career Central

BJU's online career networking site for students, alumni, and employers  
<http://careerservices.bju.edu/careercentral/>

## Employer Instructions

### First-time Users

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1. Begin by registering/signing up for an account.
2. If you select "Sign Up & Post a Job", you'll be able to post one position at the same time that you register.

### Log In to Career Central

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1. When you receive notification that your account registration has been processed, go to <http://bju-csm.symplicity.com/employers/>
2. Enter your username (e-mail address) and password
3. You are now on your home page.

### Create a Profile for Your Organization

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Your Career Central account gives your organization the opportunity to establish a "24/7 job fair display".

1. Click the PROFILE tab in the left navigation bar.
2. You may enter information into any or all of the fields: who we are, a logo, key statistics, company culture, photos, videos, etc. Only fields that are filled in will be viewable by students and alumni using the system. **Adding your logo is recommended.**
3. This is your opportunity to promote your organization to prospective employees.

*NOTE:*

*If you're a BJU graduate, under the Who We Are Tab / "Industry" field choose BJU Alumnus in addition to your employer industry. (Hold down the CTRL key to make multiple selections.)*

### Post a Job

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The following types of positions may be posted on Career Central:

- Full-time
- Part-time
- Temporary/Summer
- Internships

Click **Jobs** in the left navigation bar and then "add new".

### Viewing Applicants for Job Postings

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An ALERT will appear on your Career Central home page when someone has submitted a resume for your job posting. If you choose to have resumes e-mailed to you as they are submitted, you'll also receive an e-mail notification.

## **Using Resume Books (feature not available to staffing agencies)**

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Resumes of students and alumni who have chosen to make their resume available for employers to view will be included in the Resume Books within Career Central. *See the left navigation bar in your Career Central account.*

- Search through student and alumni resumes for potential candidates
- Generate your own book of selected resumes—for downloading & printing
- Schedule searches to run at a chosen frequency
- Send e-mails to potential candidates

### [Visual Instructions](#)

*NOTE: Keep in mind that there are likely several students and alumni using the system who have chosen not to have their resume open to employers and are not included in the Resume Books. These individuals are searching the job postings and will apply to those that interest them.*

**Be sure to post all of your positions as they become available, so you don't miss out on some great candidates!**

## **Multiple-School Job Postings**

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Career Central is part of the Symplicity/OneStop network of 1000+ college career centers. While you're posting your jobs on Career Central, you'll also be offered the option of posting your position to other schools within the network for a nominal fee paid to Symplicity.

For a list of participating schools: <https://onestop.symplicity.com/member-schools>

For pricing information: <https://onestop.symplicity.com/pricing>