

BulldogLink

Employer Visual User Guide



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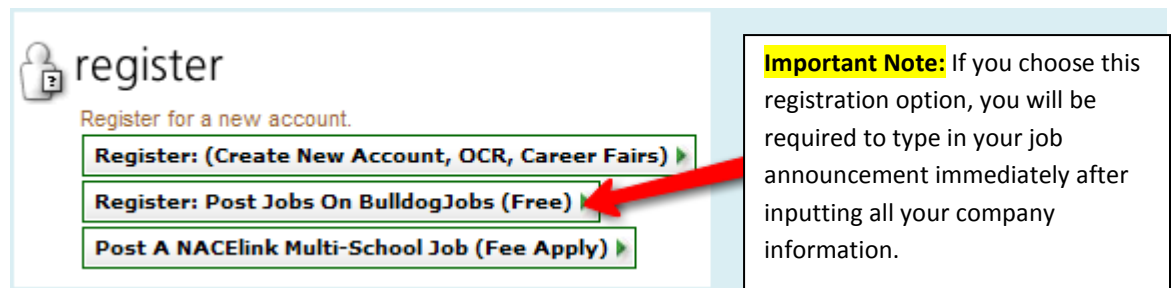
1. Where do I start?

- a. Go to the following web address: www.csufresno.edu/careers.
- b. There are three log-ins choices on the right hand side of the web page: Student, Alumni & Employer.
- c. Select: **Employer log-in**



2. Establishing a BulldogLink account

- a. **First time users** need to register. (If you have registered for NACELink with another university, use that log-in. The system will not let you sign up for another account with the same e-mail information.)
- b. Choose the selection that describes your reason for registering at this time.



A. BulldogLink “Company Information”

- After choosing the selection that describes your reason for registering, you will need to enter your company information.
- Important Note:** You can't leave sections blank if they are denoted with a red asterick (*). If you leave a red asterick section blank, it will cause an error message.
- It is highly recommended that you include your website address. Many students and alumni will research your organization before applying.
- Under the “Keep These Services” question, deselect any service that you will not be utilizing.

Organization Name*:

Enter a brief description of your organization.

Description:

(If applicable)

Website:

Industry*:

Keep These Services (Areas that don't apply)*: On-Campus Recruiting Job Postings Profile Career Fair

B. BulldogLink “Contact Information”

Contact Information

Please provide as much information as possible

(mr., ms., mrs., etc)

Salutation:

(first mi last)

Full Name*:

Title:

Division:

Email*:

(###) ### ####

Phone*:

(###) ### ####

Cell Phone:

(###) ### ####

Fax:

C. BulldogLink “Address Information”

- a. This will be the password you will use in the future to log-in, so choose something you can remember and write it down.
- b. Your account has to be approved before you use the system. Once you submit your information, you should receive a confirmation e-mail within three business days.
- c. **Image Screen:** This section is required and insures this account request isn't coming from **virus spam**. The image screen will change in the event of errors (i.e. not entering information in the red asterick sections). When pressing submit for a 2nd time, make sure your text matches with the image screen.

Address
Please provide as much information as possible

Street*:

City*:

State*:

Zip Code*:

Country*:

Enter Password*:

Verify Password*:

Enter the phrase seen here, matching case exactly*:

Image Screen

R W A C

Download the audio file to play with your preferred media player application.
[Regenerate Image](#)

3. Posting on Bulldogjobs

If you don't have a job to immediately post, skip down to #5. (This is assuming you chose the first registration option).

- a) **Position Information:** You cannot leave areas blank that have a red asterick (*).

Position Information

If checked, please provide information in "Contact Information" field

Display Contact Information To Students:

Position Type*: Part Time
 Full Time
 Internship (Paid)
 On Campus Job (Non Federal Work Study)
 Graduate Assistant (Fresno State)
 Federal Work Study Job (Approved by Fresno State Financial Aid)
 Co-op (Full-Time Internship-Six months or longer)
 Scholars Service Grant (SSG)
 Community Service Scholarship Program (CSSP)
 Fellowship
 Externship
 Temporary
 Commission
 Fall
 Winter
 Spring
 Summer
 Volunteer (only Government & Non-Profit Agencies)
 Project

- b) **Job Description:** Students reviewing your job posting on **Bulldogjobs** will be able to read this description.

Title*:

Job Description*:

- c) **Job Function:** Match your position announcement with a related field. Example: If the position is for an Accountant, it would make sense to place it under Accounting/Finance. Use the **drop down menu** to make your selections.

Job Function:

[select]

Job Function:

[select]

- Sports and Recreation
- Real Estate
- Education
- All Categories
- Accounting/Finance

- d) **Resume Receipt:** This section determines how you will receive applications to your posting.

E-mail: resumes will be e-mailed to you as applicants apply.

Accumulate Online: keeps your e-mail inbox uncluttered, because BulldogLink will accumulate the resumes for you online. You have to log into your **BulldogLink** account to review resumes.

Other: allows you to write specific instructions for applicants, such as: fax resume, apply through our website or apply in-person.

Choose how you would like to receive student resumes for non-ocr positions.

Resume Receipt*: E-Mail Accumulate Online Other (enter below)

- e) **Posting Dates:** Select your posting and expiration date. You can remove or re-post the job at anytime.

Posting Date*:

(Job announcement will be removed on this date.)

Expiration Date*:

- f) **Work Authorization:** Don't waste your time or the applicant's time! Specify your organization's **citizenship requirements**. Hold the control key (Ctrl) down to choose mutiple options.

Please enter the desired work authorization.

Work Authorization:

- g) **Salary Range or Hourly Wage:** This section is not required. To attract more candidates, it is suggested that you list your pay range or hourly wage for the position.

Salary Range:

Hourly Wage/Pay:

- h) **Location:** Once again, don't waste your time or the applicant's time. This section allows the person applying to know where the position will be located.

Add Item: Use this button if you have a job posting that has openings in multiple locations.

Location:

Nation Wide*
 yes no

City*
Enter the City

State*
Enter the State

Country*
Enter the Country

4. BulldogLink log-in

- After your account has been approved, you can log-in.
- Password:** This is the same password you created when registering.
- Forgot Password:** Click on this choice and the system will e-mail a new password to you.

log-in

Please enter your username and password.

Username:

Password:

Once your account has been approved. Log-in now!

5. BulldogLink Homepage Menu

- This is this is the page you will see once you log-in.

home account calendar profile jobs On Campus Recruiting (OCR) Events

Office Staff @ Fresno State Career Services

Show in a

home

announcements

There are no announcements at this time.

quick links

- [Create NACElink Job Postings \(Fee Apply\)](#)
- [View \(Fee-Based\) NACElink Job Postings](#)
- [View Participating NACElink Schools](#)
- [Post a profile](#)
- [Create On Campus Recruiting \(OCR\) Schedule Request](#)
- [View OCR Schedules](#)
- [View OCR Interviews](#)
- [View OCR Applicants](#)
- [View OCR Wait-List](#)
- [Create Non-OCR Job Posting](#)
- [View Non-OCR Job Postings](#)
- [View Non-OCR Applicants](#)
- [Request New Information Session](#)

alerts

There are no current alerts.

November 2008

| | | | | | | |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

any comments or questions?
Your feedback is welcome.

submit

6. Create On Campus Recruiting (OCR) Schedule

On Campus Recruiting (OCR) Events

Click on either location for:
On Campus Recruiting (OCR).

quick links

- [Create NACElink Job Postings \(Fee Apply\)](#)
- [View \(Fee-Based\) NACElink Job Postings](#)
- [View Participating NACElink Schools](#)
- [Post a profile](#)
- [Create On Campus Recruiting \(OCR\) Schedule Request](#)

7. On Campus Recruiting Schedule Request form

- Complete the following form and wait for your OCR schedule request to be approved.

on-campus recruiting

Schedules Positions Interviews Applicants Wait-List Publication Requests Help

Submit Cancel Reset Form

New Interview Schedule Request

INSTRUCTIONS: Please enter the details of this schedule request and hit the submit button when finished.

Recruiting Session*

Please select which session this request is for


OCR Model* None - Room Reservation Only
 Preselect to Alternate to Open
 Open
 Resume Collect

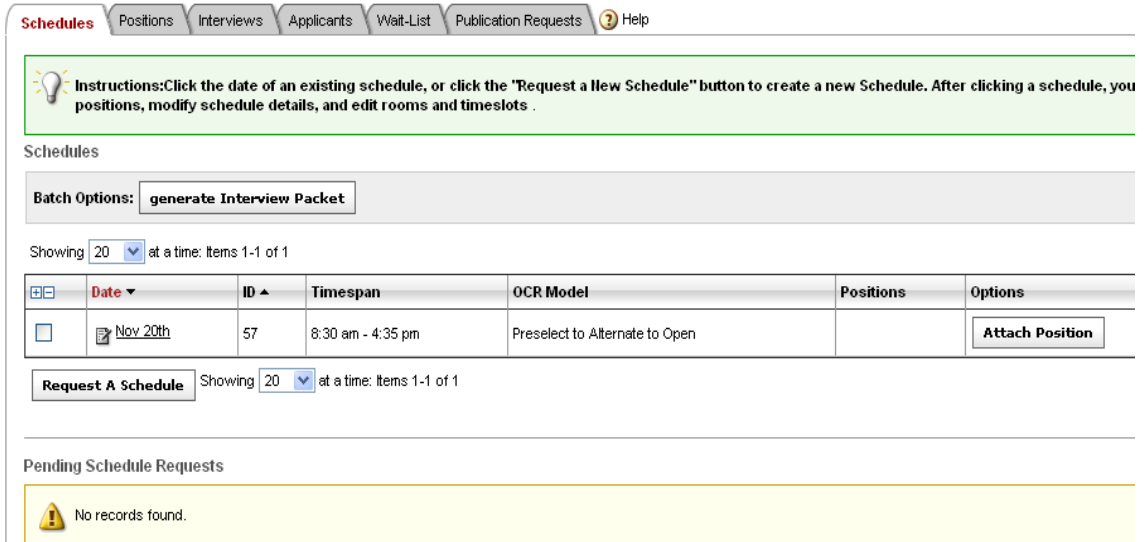
Interview Date*

Please select the date you wish to reserve

8. On Campus Recruiting interview date

- After your schedule has been approved, click on your interview date to see your schedule details.
- Important note:** Attach your position to make your OCR information viewable to students/alumni.

 on-campus recruiting



Schedules | Positions | Interviews | Applicants | Wait-List | Publication Requests | Help

Instructions: Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you positions, modify schedule details, and edit rooms and timeslots .

Schedules


Batch Options:

Showing 20 at a time: Items 1-1 of 1

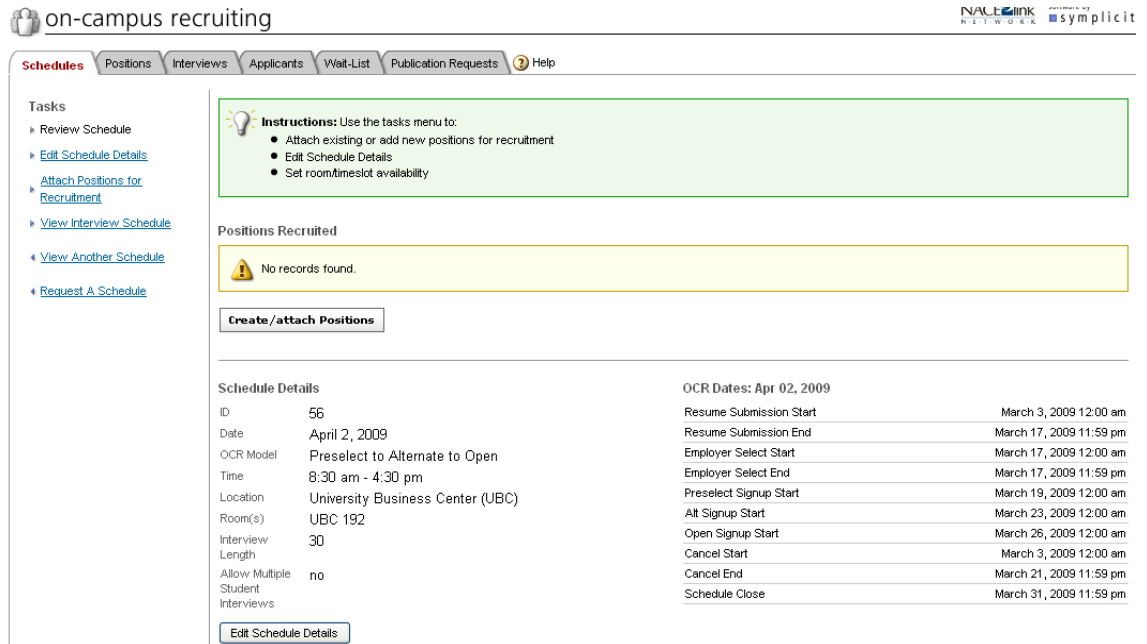
| Date | ID | Timespan | OCR Model | Positions | Options |
|----------|----|-------------------|--------------------------------|-----------|--|
| Nov 20th | 57 | 8:30 am - 4:35 pm | Preselect to Alternate to Open | | <input type="button" value="Attach Position"/> |

Showing 20 at a time: Items 1-1 of 1

Pending Schedule Requests

 No records found.

c. On Campus Recruiting Schedule details



on-campus recruiting NAELINK NETWORK symplific

Schedules | Positions | Interviews | Applicants | Wait-List | Publication Requests | Help


Tasks

- Review Schedule
- [Edit Schedule Details](#)
- [Attach Positions for Recruitment](#)
- [View Interview Schedule](#)
- [View Another Schedule](#)
- [Request A Schedule](#)

Instructions: Use the tasks menu to:

- Attach existing or add new positions for recruitment
- Edit Schedule Details
- Set room/timeslot availability

Positions Recruited

 No records found.

Schedule Details

| | |
|-----------------------------------|----------------------------------|
| ID | 56 |
| Date | April 2, 2009 |
| OCR Model | Preselect to Alternate to Open |
| Time | 8:30 am - 4:30 pm |
| Location | University Business Center (UBC) |
| Room(s) | UBC 192 |
| Interview Length | 30 |
| Allow Multiple Student Interviews | no |

OCR Dates: Apr 02, 2009

| | |
|-------------------------|-------------------------|
| Resume Submission Start | March 3, 2009 12:00 am |
| Resume Submission End | March 17, 2009 11:59 pm |
| Employer Select Start | March 17, 2009 12:00 am |
| Employer Select End | March 17, 2009 11:59 pm |
| Preselect Signup Start | March 19, 2009 12:00 am |
| Alt Signup Start | March 23, 2009 12:00 am |
| Open Signup Start | March 26, 2009 12:00 am |
| Cancel Start | March 3, 2009 12:00 am |
| Cancel End | March 21, 2009 11:59 pm |
| Schedule Close | March 31, 2009 11:59 pm |

BulldogLink

Employer Written User Guide



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Getting Started with [BulldogLink](#)

1. Go to www.csufresno.edu/careers.
2. Click on the **BulldogLink-Employer log-in logo** on the right hand side of the website.
3. Choose the registration button that describes your reason for registering at this time.
4. Provide information for all fields marked with a red asterisk.
5. If you miss a required field with a red asterisk, you will receive an error message for the fields missing information.
6. Complete the registration form and click on the submit button.
7. You will see a message acknowledging your registration submission.
8. After your registration has been approved, you will receive an e-mail confirmation.
9. **BulldogLink** account requests are continuously approved throughout each business day.

Logging into your [BulldogLink Account](#)

Once you have registered for your account (and it is approved), you can log-in as follows:

1. Go to www.csufresno.edu/careers.
2. Click on the **BulldogLink-Employer log-in logo** on the right hand side of the website.
3. Enter your Username (e-mail) & Password in the Employer log-in section.
4. You are now on your **BulldogLink** home page. Immediately locate: **Announcements**, **Quick Links**, and the **Alerts** sections.

[BulldogLink Homepage](#)

Here is a list of what sections you can find on your BulldogLink home page:

1. **Announcement:** Check here for important announcements from Career Services.
2. **Quick Links:** Find direct links to the pages you will probably use the most.
3. **Alerts:** Time-sensitive reminders critical to your successful use of **BulldogLink**.
4. **Calendar:** View your scheduled activities including interviews, events, etc.
5. **Feedback:** Contacting Career Services or e-mail us at: careerservices@csufresno.edu.

[BulldogLink Menu Choices](#)

These are the choices that you will find on the top navigational bar of your BulldogLink home page. These choices will remain on top no matter what section of BulldogLink you are exploring.

1. **Account:** Check or update your personal profile.
2. **Calendar:** View your scheduled events, deadlines, appointments, etc. here.
3. **Profile:** Please provide as much information about your organization as possible. There is also a place for your logo.
4. **Jobs:** This is for NON On-Campus Recruiting jobs.
5. **Resume Books:** Not available.
6. **On-Campus Recruiting (OCR):** Access interview schedules, jobs, applicant lists, etc.
7. **Events:** Click here to register for Career Fairs. Under the **Alerts** section, you will also see a direct link for Career Fair registration when it is open.
8. **MENU tabs:** You do not currently have access to the tabs that are not bold. If you would like to activate any of these tabs, please contact: careerservices@csufresno.edu.

On Campus Recruiting (OCR): Getting Started

1. **Once you log-in to [BulldogLink](#), select the OCR tab at the top of your home page or utilize the quick-link menu choices to get to the OCR section you need.**
2. **To create a new schedule (to first step required to create your OCR posting), click on the *Request A Schedule* button on the OCR home page. Refer to the “Request a New Schedule” section on page 14 for detailed instructions on how to create a new schedule.**
3. **On the OCR home page, you immediately see the list of your schedules that you have already set-up. Below your existing schedules, you see your Pending Schedule Requests (still waiting to be approved). Click on the date of your schedule to see all of the information for that particular schedule in one place.**
4. **The OCR home page includes sub-tabs for further details on your OCR **schedules, positions, interviews, applicants, wait-list, and publication requests.** Information on these sub-tabs is provided below.**

Schedules Tab

Shows you all of the relevant information and dates for your existing schedules and helps you to create new schedules as well. Click on the “Request A Schedule” button to create a new interview schedule or click on an existing schedule date to see all of the relevant information for that schedule. Once you click on an existing schedule date, you can see the following menu choices in the tasks menu on the left hand side of the page.

- a) **Review Schedule:** This is the default page that comes up when you click on an existing schedule. It allows you to review all of the details pertaining to the schedule you selected.
- b) **Edit Schedule Details button:** Allows you to edit certain information about your schedule depending on where the schedule is in the OCR process. You will not be able to change the interview length after students have begun signing up. Contact careerservices@csufresno.edu if you need to make a change not allowed by the system.
- c) **Attach Positions for Interviews:** Click here to attach another position to your existing schedule.
- d) **View Interview Schedule:** Click here to review the timeslots you have selected for your interviews.
- e) **View Another Schedule:** This takes you back to the list of your schedules found when you clicked on the Schedules tab. You can click on a different schedule date to view all the details for another schedule.
- f) **Request A Schedule:** Click this link to request additional schedules.

Positions Tab (Jobs)

Shows your current jobs, the schedules they are attached to, interview date(s), number of rooms, number of applications, and number of interview slots.

- a) **Important Information:** Remember that, in order to post a new job, you must first request a schedule for the job you want to post (or attach the new job to an existing schedule). Under this “Positions” tab, you can view a list of all your OCR jobs currently in the system and see to what schedule they are attached. Click on the title of the job to see the full position information. To return to the list of jobs, hit the return button at the bottom of the page or the return link at the top far right of your screen. To edit a job, click on the job name. After you make your changes, click on the Submit button. If you want to erase your edits, click the Reset button.

Interviews Tab (Jobs)

Allows you to see which of the invited students have signed up and their interview timeslot.

- a) **Important Information:** Here you can view your scheduled interviews for your upcoming OCR visit. Choose which job you want to view from the Position drop down menu and click on the Apply Search button. If no students have signed up yet, you will get a '**no records found**' message. Once students begin signing up, you will see the schedule, the position, student name, room, time, and student document(s) listed on this page.

Applicants Tab

Shows you the list of all the students who you invited to interview or who you placed on the alternate list.

- a) **Important Information:** From this page you can search by position (using the Position drop down menu) for all students who were invited to interview or made the alternate list. You can also search by student name if you need to specifically look up certain students. **Students may decline an interview invitation online.** You can see which students (if any) declined an interview from this page.

Wait-List Tab

Shows you the students that you have placed on a wait-list. You utilize this function when your schedule is full, but you want to hold onto the applicant in case you have more openings in your schedule.

Publication Request Tab

If you have requested a resume packet from Career Services, the document will be in this queue.

On Campus Recruiting: Request a New Schedule

Steps: Log into the [BulldogLink](#) system using your email address and password. (Or if you are already logged in, click HOME on the top navigational bar). Click on Create On Campus Recruiting (OCR) Schedule Request under the Quick Links menu (or click on the OCR menu choice, then click on the Request A Schedule tab, then Click on the Add New button). Complete the fields under New Interview Schedule Request using the information provided below. Note: The system will automatically refresh after some of your choices are made.

1. **Recruiting Session:** Select the semester and year during which you wish to interview
2. **OCR Model:** Chose ONE from the options below. (We can change this later if necessary.)
 - **Room Only** - You are making any/all schedule arrangements and only need a room from us.
 - **Pre-Select to Alternate to Open** - Invited students will be able to sign up on the schedule first. Several days later, Alternates will be given the chance. If any interview slots remain open, several days prior to the interview date, students on your wait-list will be able to sign up.
 - **Open** - Any student who matches the employers' qualifications may sign up for an interview. Employers do NOT get to review resumes prior to the student signing up on the schedule.
 - **Resume Collect** - You are only collecting resumes for this job posting at this time, but may choose to convert this to an interview schedule in the future.
3. **Interview Date:** Select the specific date you would like to come to Fresno State to conduct interviews.
4. **Time Slot:** The full day option will automatically set your schedule to begin at 8:30am, end at 4:30pm, and give you a 90 minute lunch from 11:45am to 1:15pm. If you just need a morning or afternoon schedule, you can select that option as well. If you will need additional breaks during the day, you will need to set those when you are making your schedule details under the Room/Timeslot Availability screen.
5. **Number of Rooms:** Refers to the number of separate interview schedules/rooms you will need. (You can only have one schedule per room, but you can have more than one job attached to a schedule). One 30-minute schedule allows for 11 interviews beginning at 8:30am and ending at 4:30pm.
6. **Location:** You can indicate your preferred location here, but your interview location will not be officially assigned to you until after your schedule is approved. Interviews are held primarily in the Smittcamp Alumni House or University Business Center.

7. **Interview Length:** You have a choice of 20 minutes, 30 minutes, 45 minutes, or 60 minutes. If you need a different set up, please choose "Other" and include details in the Notes box at the bottom of the screen.
8. **Allow Multiple Student Interviews:** Choosing "yes" will allow students to sign up for multiple interview times. This is useful when you have multiple jobs attached to one interview schedule as it allows students to interview for multiple positions.
9. **Notes:** Please include any additional scheduling information you would like us to know here, including different time/length for lunch, etc. Click on Submit. You will receive an email confirmation when we have approved your schedule. If you do not receive an email confirmation within three business days, please contact Career Services at 559-278-2381. If you need more than one schedule, you can submit additional schedules by following the procedures listed above.
10. **Positions Recruited:** This step is necessary for every OCR Model except Room Only. Click on 'Add Position' button to create the position for which you are interviewing during that schedule.
11. **Copy Position:** Choose from a list of existing job postings that you would like to attach to this schedule.
12. **Position Type:** You may choose more than one position type if you are interviewing for multiple positions on this schedule (i.e. Full-Time, Part-Time, or Internship types).
13. **Title:** Enter the name of the job.
14. **Job Function:** Choose a general category that this job would fall into.
15. **Description:** Enter your job description. Please enter as much information as possible so students will be able to tell if they would be a good match for your position.
16. **Display Contact Information to Students:** Check this box and edit any additional information besides your name that you would like students to see.
17. **Work Authorization:** It is useful to indicate if you can or cannot hire students with particular VISA statuses. Please select all VISA and Residency Statuses that you can hire. Do not select any choices if you have no residency requirements.
18. **Desired Major(s):** Select multiple majors by holding down the CTRL key.
19. **Additional Documents:** Click any additional documents you would like to request. This does NOT require students to provide these documents in order to

apply. If you would like to receive these requested documents as part of the application process, please indicate this in the “Documents Required” boxes that will pop up.

20. **Salary:** You can provide a salary range for the position.
21. **Location:** Provide location information for your position by clicking on 'Add Item'.
22. **Add Item:** Click here to add another job posting to your interview schedule. When finished with this position, click the 'Submit' button.
23. **Tasks Menu:** After you finish filling out your request, you will be on the Schedule screen. On the left of your screen, you will see the tasks menu. This is where you can edit your information and see other options pertaining to your schedules.

On Campus Recruiting: Manage Resumes Submitted and Invite Applicants

1. From your home page, click on the OCR Applicants Quick Link to view students who applied for OCR jobs. (Or click on the OCR menu across the top of your screen, then click on the Applicants tab.)
2. **View the list of applicants.** You can see their name, the position applied for, their submitted documents, and their status as an applicant.
3. **Last Name:** Notice the last name is a link. Click this to go to the Applicant Status page. If you have more than one schedule/day and want to choose which schedule/day this particular applicant can sign up on, you can make that decision here.
4. **Documents:** To view the resume in PDF format click on the paper icon with the 'R' on it.
5. **Status:** This is where you will make your interview decision for each applicant. If you see the 'Select has not begun yet' message in the Status column, that means the students are still able to apply. After their apply deadline & during the employer decision dates, the status will read 'pending' meaning employers will now be able to record their decisions. Checkmark multiple students and click on the Change Status To dropdown menu to mark a batch of students as Not Invited, Invited, etc.
6. **Inviting/Not Inviting Students:**
 - a) Once you **change** the status for each **applicant** from **Pending to Invited, Not Invited**, etc., you are finished. You do not need to save or submit your changes because the system automatically saves your changes. You can make changes until the Student Sign Up Period begins. After that, the status choices will no longer be available. *Note: The students see “Pending” as their status until their

sign up period begins regardless of what you have changed their status to be and when you changed it.

- b) Students left marked as Pending will be automatically changed to Not Invited at the end of the Employer Select period.
 - c) If an invited student declines the interview, you will see that on the right of the status in the Status column.
 - d) Once an invited student signs up on your schedule, they will no longer appear on the Applicants page, but instead will appear on the Interview page.
7. **View Schedule:** Once a student signs up for an interview, the interview details appear under the Interviews tab. You can also view your schedule(s) in the interview schedule format by clicking on the Schedules tab and then on the View Interview Schedule link on the left.

Posting a Non OCR Job on [BulldogJobs](#)

1. **Non On-Campus-Recruiting** jobs are those which will not need an interview schedule because interviews are not being held at Fresno State.
 - a) Log into your Fresno State [BulldogLink](#) account.
 - b) From your home page click on the Quick Link - Create Non-OCR Job Posting or click on the Jobs menu across the top, then click on the 'Add New' button.
 - c) Complete the New Job form. These fields include Job Description, Resume Submission, Start Date, Expiration Date, and Work Authorization.
2. **Position Type:** Choose the type of position for which you are recruiting (i.e. full-time, part-time, internship, etc.).
3. **Job Description:** Please provide as much information as possible.
4. **Resume Submission:** You can choose how you want to receive submitted resumes:
 - a) **Email:** resumes will be emailed to you as they are submitted.
 - b) **Accumulate Online:** you will log into your Fresno State BulldogLink account, click on the Jobs menu, then click on the Student Resumes tab to see applicant names and resumes.
 - c) **Other:** provide written instructions for how you would like applicants to apply.
5. **Start Date:** Choose the date you would like your job posting to become available.
6. **Expiration Date:** Choose the date your posting will no longer be available to potential applicants.
7. **Work Authorization:** Select work authorization(s) your organization is allowed to consider. (Hold the CTRL key down as you click for multiple selections).

8. Press the 'Submit' button when your posting is ready.
9. **Quick Note:** Your job will be PENDING until we approve it. When it has been approved, you will see a green check in the Approved column. You will also get an email confirmation.