

EMPLOYER OVERVIEW

OF HUSKYCAREERLINK

UConn's Center for Career Development welcomes employers to use our online position posting system, HuskyCareerLink, to seek qualified students for internship, co-op, and full-time opportunities. HuskyCareerLink has two features to post a position. It is FREE to post job opportunities to UConn students and alumni. If you would like the convenience of posting one position to multiple colleges and universities, our vendor, Purple Briefcase, offers the ability to do this for a fee.

Go to www.huskycareerlink.uconn.edu and click on "Employers Log In" to log into the system.

If you are a new employer to the system, you may select "New Employer" to register an account. It is free to connect your account directly with UConn but you may also, for a fee, "PowerConnect." This will connect you to a number of schools using the Purple Briefcase system. The fee option is governed by Purple Briefcase.

Once your organization has been accepted you will receive a welcome email from Purple Briefcase on behalf of UConn. If you do not receive this email in 48 business hours, please email recruiting@uconn.edu.

BY REGISTERING WITH HUSKYCAREERLINK, YOUR ORGANIZATION IS AGREEING TO COMPLY WITH ALL EMPLOYER POLICIES LISTED ON THE CENTER FOR CAREER DEVELOPMENT'S WEBSITE AT career.uconn.edu/huskycareerlink/employerpolicy.

1

Company profile

- A completed profile is very engaging to potential candidates. Your visual profile will be visible to all candidates searching for jobs and companies within the system. From your profile students will be able to get a snapshot of what your company is all about, see what jobs you've posted, and choose whether or not to follow your profile.
- To create your profile, click on "Company Profile" and select the tiles that best fit your company. Be sure to add a company logo so that your profile is recognizable to students.

2

Post positions

- To post a position, click on the "Add Jobs" tile or "add a job" in the navigation pane on the left side of the home page screen. Fill out the form provided with as much detail as possible.
- When you are ready to post a new job, select 'submit' as the job's status. All positions submitted are reviewed by the Center for Career Development for relevance to our student community before publishing.

3

View posted positions

- To view posted jobs, internships or other opportunities click on the "My Jobs" tile or "my jobs" in the navigation pane on the left side of the home page screen.
- In "my jobs" you can manage the status of the jobs that you have already posted. The dashboard will show submitted, published, closed, cancelled and expired jobs.

4

Campus Interview

- To request on-campus interviewing, click on "campus interview" in the navigation pane on the left side of the home page screen. Click on "new on-campus interview request" and fill out the required information. Once submitted, as necessary, a representative from the Center for Career Development will follow up to finalize plans. You can manage the entire recruitment process within the system. Contact recruiting@uconn.edu with any questions about on-campus interviewing.

5

View & Favorite Students

- To view student profiles click on “students” in the navigation pane or click on the “View Students” tile. Within this screen you can search students by major, grad year, GPA, and more. Once you’ve identified students of interest you can “favorite” them by clicking on the small star in the lower right hand corner of their profile.

6

Generate Résumé Books

- In the “students” section click on the “Résumé Books” tab and filter the search to identify students of interest. Only users that have uploaded their résumé into the system will show. Click the “Résumé Book” button and a link to the résumé book will be sent to the email address associated with your account.

7

Events

- See what events are taking place at UConn by either clicking on the “School Events” tile or “my events” in the navigation pane. Once in the page you will see a list of all events that are available to you. Clicking on the register button or the title of the event itself will take you to view the event details. Clicking on the calendar icon will download a calendar event file for you to add to your external calendar.

8

Notifications

- From the “my briefcase” dashboard, you will see the bottom right hand tile is marked as notifications. This tile will show you any changes that have happened in the platform that require your attention. Clicking on any one notification will take you to the area of the platform that the notification was displaying. You will receive notifications for things such as campus interviews, new events, new students following your company’s profile, and more.

For help with the system you can click on “support” at the top of the page to be connected with the Purple Briefcase Help Center, or contact the Center for Career Development via email at recruiting@uconn.edu or via phone at 860-486-6156 for any additional assistance.



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