

Posting Opportunities with Louisiana Tech University

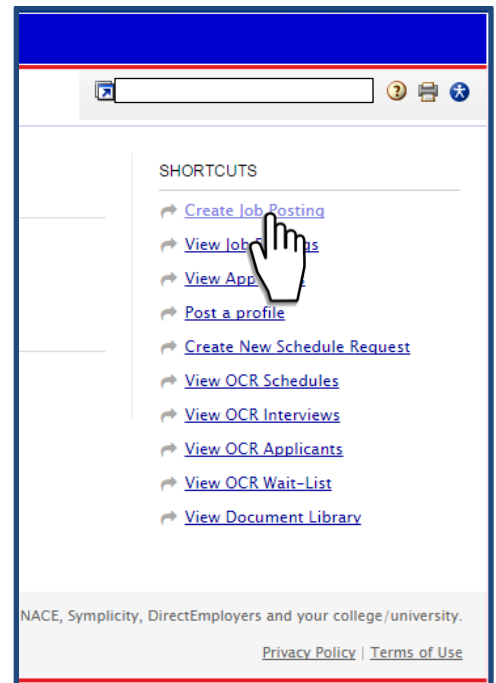
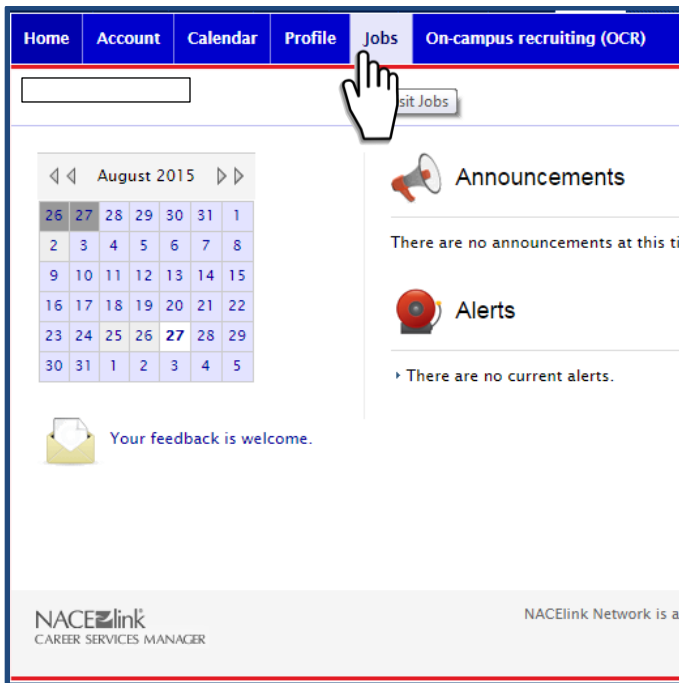


Thank you for choosing to recruit Louisiana Tech University students/alumni by using the university's centralized online job board and web-based recruiting system, TechLink!

With this system, you will have the opportunity to post full-time and internship opportunities at your leisure, to evaluate applicant materials electronically, and to set up on-campus interview dates and schedules.

Below, you will find detailed instructions that will guide you through selecting specific populations when posting an internship, co-op, or a job to TechLink.

- Navigate to the Louisiana Tech University Career Center website (www.latech.edu/career_center/) and look for the large TechLink logo in the center of the homepage. Directly under the logo, access the job board by clicking on the hyperlink labeled **TechLink: Employers**.
- Entering your username (which is the email address you used to set up your account) and password on the login page will bring you to the TechLink homepage.
- Click "jobs" on the top menu bar. You can also select the CREATE JOB POSTING shortcut on the right-hand side of your homepage. Selecting the shortcut will enable you to skip the step below which instructs you to select "Add New."



- Click on "Add New" and select the option appropriate for your organization. You can either select "Post to This School Only" or you can select "Post to Multiple Schools [fees apply]."
- On the next screen, you will have the opportunity to input information about your vacancy. Many of the fields will be familiar to you (i.e. whether the role is full-time, part-time, internship, etc.). Below, you will find an explanation of the fields that may affect who will have the ability to apply to your opportunity.

RESTRICT APPLICATIONS – If you are interested in only having sophomore and junior Marketing majors who have a GPA of 3.0 or higher apply for your internship, for example, select YES to restrict the application to only these candidates.

Restrict Applications*: Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set

yes no

JOB DESCRIPTION - A robust description which includes information about what kinds of projects candidates will be undertaking is usually the best kind to pass along because it helps students and alumni to picture themselves in the experience – this incites motivation to apply. It also helps staff to promote the role more effectively.

RESUME RECEIPT – Be sure to select how you'd like to receive application materials from candidates.

GRADUATION DATE – RANGE START, RANGE END – At LaTech, we operate on a quarter system and have classes of students that graduate in November, March, May, and August. If you assume that a student will finish their degree in the traditional 4-year model, our entering freshman class will be graduating in May 2019, our current sophomores will be graduating in May 2018, our current juniors will be graduating in May 2017, and our seniors will be graduating in May 2016.

WORK AUTHORIZATION - Options include US Citizen, Permanent resident – neither of which requires sponsorship to work in the US – H1B, and Restricted. If you have questions about the most appropriate work authorization for your opportunity, contact Jennie Flynn-McKevitt, Coordinator of Employer Relations & Recruitment Services in the Career Center (jflynn@latech.edu or 318-257-4336).

CLASS LEVEL - Options include freshman, sophomores, juniors, seniors, graduate students, and alumni.

DESIRED MAJORS – ***Note:** The alphabet resets about halfway through the list of majors, so you may see your target majors showing up on the list more than once. Please scroll through the entire list to ensure you have selected all of the appropriate items. To select more than one major, hold down the CTRL key while clicking with your mouse.

Alumnus

Travel Percentage: [dropdown]

Desired Major(s)*: Use the menu below to select major(s).

[select] [clear]

- Molecular Sciences and Nanotechnology
- Music Education
- Music Performance
- Plant Science
- Preprofessional Speech Lang Path
- Psychology and Behavioral Sciences
- Quantitative Analysis
- Spanish
- Special Education
- Speech Language Pathology
- Wildlife Conservation
- Any Major
- Accounting
- Adult Education
- Agricultural Business
- Agriculture Educ Gr 6-12
- Alternative Elementary Certificatio

State/Province*
Enter the State/Province [dropdown]

Country*
Enter the Country [dropdown]

- Once you have completed all of the fields, click on the SUBMIT button at the bottom of the form.
- After submitting your posting, you will receive an email from the Louisiana Tech University Career Center once it has been approved.

All postings will be “live” on TechLink for up to 90 days. A few days prior to a posting’s expiration date, you will receive an email alerting you that your posting will soon be taken offline. If you are interested in renewing your posting for up to another 90 days, follow the instructions in the email.

Questions about using TechLink? Call 318-257-4336 or email careercenter@latech.edu.