



Sharing Career Opportunities with Arts and Sciences Career Services

We appreciate your interest in recruiting Arts and Sciences students and recent degree recipients for your career opportunities! The following position types can be shared - for free - with students and recent grads via the Arts and Sciences Career Services Office: internship, co-op, career employment (positions requiring completion of an undergraduate or advanced degree), volunteer, student employment (on and off campus), fellowship, practicum, and job shadow. If you have a research position, it will first be categorized as one of the above position types and then flagged in the system as a research opportunity. All opportunities are reviewed using the approval guidelines posted at <http://ascareerservices.osu.edu/employers/policies>. Postings that pass the approval process are made viewable to students and recent graduates.

If you are looking to recruit undergraduate students and/or recent bachelor's degree recipients, your approved opportunities will be posted in the *FutureLink* system. If you are looking to recruit graduate students and/or recent post-baccalaureate degree recipients, your approved opportunities will be posted in the *Buckeye Careers* system. This is an important distinction for the following reasons: 1) students will often reference the system name where they found the posting for which they are applying in their cover letters, and 2) each system is managed by a different staff person should you need troubleshooting assistance (their contact information is included at the end of this document). You don't need to create two separate accounts. Once you have an approved account, you'll be able to easily navigate between the *FutureLink* and *Buckeye Careers* systems.

To submit a position, follow one of the methods below. If your recruitment goals focus mostly on sourcing undergraduate candidates, please use FutureLink to establish an employer account. Those wanting to primarily source current graduate students, or those who have recently completed an advanced degree, are asked to first use Buckeye Careers.

Post to FutureLink (position targets undergraduates and/or recent bachelor's degree recipients)

- 1) Point your web browser to <http://ascrecruit.osu.edu> and click on the Employer Log-In link (clicking this link will redirect you to the job posting system)
- 2) Click on the Register and Post a Job or Internship link on the right side of the screen
- 3) Follow the instructions to complete your registration and job posting
- 4) Following review and approval by career services staff, your job posting will be viewable to students

To download a copy of the FutureLink Quick Start Guide for employers visit <https://ascareerservices.osu.edu/futurelink/employer/help>.

Post to Buckeye Careers (position targets graduate students and/or post-baccalaureate degree recipients)

- 1) Point your web browser to <http://careers.osu.edu/employers/post-a-position-to-buckeye-careers-network/>
- 2) Click on the Buckeye Careers Network Log-In portal – this will redirect you to the job posting system
- 3) Click on the Register and Post a Job or Internship link on the right side of the screen
- 4) Follow the instructions to complete your registration and job posting
- 5) Following review and approval by career services staff, your job posting will be viewable to students

Trouble Shooting Assistance

FutureLink: Jeanine Linkenhoker, linkenhoker.3@osu.edu, 614-292-6857

Buckeye Careers: Megan Miller, miller.5587@osu.edu, 614-292-1255