# Buckeye Careers Network 101
## Navigating Ohio State's Job and Internship Database

**What is Buckeye Careers Network (BCN)?**
Buckeye Careers Network is Ohio State's university-wide job and internship database. Employers utilize this system as a primary resource for posting their jobs, internships, and other experiential learning opportunities.

**Who is eligible to use Buckeye Careers Network?**
Accounts are automatically generated for all students at Ohio State who are enrolled for the current term, are in good academic standing, and have paid their tuition and fees. This includes graduate-level and undergraduate-level students.

Alumni eligibility varies and is based on the alumni career services policy for the college that conferred their degree. Within the Arts and Sciences, alumni have access for the four terms past their graduation date.

**How is BCN structured?**
There are four separate access points to Buckeye Careers Network, called "instances". You can think of these as houses in the Buckeye Careers Network "neighborhood". Each house has a uniquely branded name and is inhabited by a segment Ohio State students:

| Name of Instance | Unit Overseeing the Instance | College/School Populations Attached to Instance |
|---|---|---|
| FutureLink | ASC Career Services | ASC undergraduate students and recent grads |
| ECS CareerEngine | Engineering Career Services | College of Engineering undergraduate and graduate students, and recent grads |
| Hireabuckeye | FAES Career Services & School of Natural Resources Career Services | FAES undergraduate and graduate students and alumni |
| Buckeye Careers | Student Life Buckeye Careers Program | ASC graduate students<br>Education and Human Ecology<br>Glenn College<br>Social Work<br>Pharmacy<br>Public Health<br>Nursing<br>Dental Hygiene<br>Health and Rehabilitation Sciences<br>Exploration<br>Regional campuses |

Each house in the neighborhood is connected to the others by sidewalks, or "affiliations". This allows for data sharing among the four instances.

**What data is shared in the system?**
Job postings, employer records, and employer contacts are all shared among the instances in the database. You can think of these pieces of data as the "community pool" within the neighborhood. This allows us to maintain one centralized database, simplifying the recruiting process for employers.

**So if all this is shared, why do you have separate access points?**
- *For students*: this allows for customized branding that speaks directly to students in a particular college
- *For employers*: allows us to personalize the recruiting relationship with employers; each college can offer a specialized knowledge about the student populations they serve and the academic curriculums they follow during their time at Ohio State.
- *For career services offices*: allows us to develop and implement policies unique to our service populations, and serve as subject matter experts on a particular group of students and employers.

**How do I refer a student to log into Buckeye Careers Network and what username and password do they use?**
You may refer to a student's assigned portal of access – for example, if the student who approaches you is an English major, you may tell them to log into FutureLink. The system is integrated with Ohio State's web authentication interface, Shibboleth, so students simply need to use their name.# and password (same credentials used to log into BuckeyeLink, Carmen, etc.) to gain access.

**How do I refer an employer to log into Buckeye Careers Network?**
Employers must register an account with the system. It is recommended that they choose the access point from which they will be doing most of their recruiting (e.g. if the employer seeks to fill a number of engineering positions, but has one administrative position open, they should register with the College of Engineering's ECS CareerEngine). The engineering related positions will be handled by the College of Engineering and the administrative position will be transferred internally to the appropriate college for posting.

NOTE FOR EMPLOYERS SEEKING CANDIDATES FROM A VARIETY OF COLLEGES: Positions only need to be created ONCE in order to reach all students on campus. Separate entries are not required for the different access portals to the system.

A complete list of access portals for employers can be found at http://careers.osu.edu/employers/post-a-position-to-buckeye-careers-network/.

**Do employers get vetted before they can post positions for our students?**
Yes. All employer account registrations are reviewed and approved by career services staff. No position postings can be accepted until an employer registration is approved.

**Do positions get vetted before they're viewable to students?**
Yes. All positions are reviewed and approved by career services staff before students are able to view and apply to them.

**What about alumni? Can they access Buckeye Careers Network?**
Access for alumni varies and is dictated by policies at the college career services level. In general, the system hosts positions that are relevant to current students and recent graduates (0-1 year career experience). Alumni with considerable work experience, and employers who seek to recruit experienced candidates, can utilize the posting system maintained by the Office of Alumni Career Management. Information about that system, called "OSU Alumni Connection", is found at https://www.osu.edu/alumni/services/career-management/career-connection.html

**What about Fisher College of Business? I don't see them listed as part of Buckeye Careers Network.**
The Fisher College of Business maintains a separate job and internship database from Buckeye Careers Network. Employers who wish to recruit students from the business college must post with their job and internship database, Fisher Connect (http://fisher.osu.edu/offices/career-management/fisherconnect/). Employers wishing to recruit students from Fisher and other colleges are encouraged to post their positions with both FisherConnect and Buckeye Careers Network.

**Who do I ask if I have questions about Buckeye Careers Network?**
Contact the systems manager affiliated with your college/unit:

**College of Arts and Sciences**
Jeanine Linkenhoker, linkenhoker.3@osu.edu
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**College of Food, Agricultural, and Environmental Sciences**
Adam Cahill, cahill.71@osu.edu
614-292-1589

**College of Engineering**
Becky Stringer, stringer.2@osu.edu
614-292-3073

**All Other Colleges**
Megan Miller, miller.5587@osu.edu
614-292-1255