

# CHAPTER 2: NACELink



NACELink is the job posting database used by Emory’s Student Employment Office. Each and every FWS job at Emory must be posted in this database. The database is used not only to recruit employees, but also serves as an archive of all student jobs descriptions to be compliant with federal FWS regulations. The Student Employment Office has established an account for each approved off-campus affiliate. To access your account, go to the Student Employment Office’s *Search the Job Openings* page:

[http://www.emory.edu/FINANCIAL\\_AID/student\\_employment/search-for-jobs.php](http://www.emory.edu/FINANCIAL_AID/student_employment/search-for-jobs.php)

Click the link that says *Enter NACELink* beneath Employers. You will be taken to a login screen (*diag. 1*). Enter your username and password in the boxes on the left of the screen. You never need to register because an account has been pre-established for your organization. Each organization’s designated FWS liaison will be able to log into the account using an email address and password. If you are not aware who your organization’s liaison is, or if you are the liaison and have forgotten your username/password, please contact the Student Employment Office at (404) 727-6039.

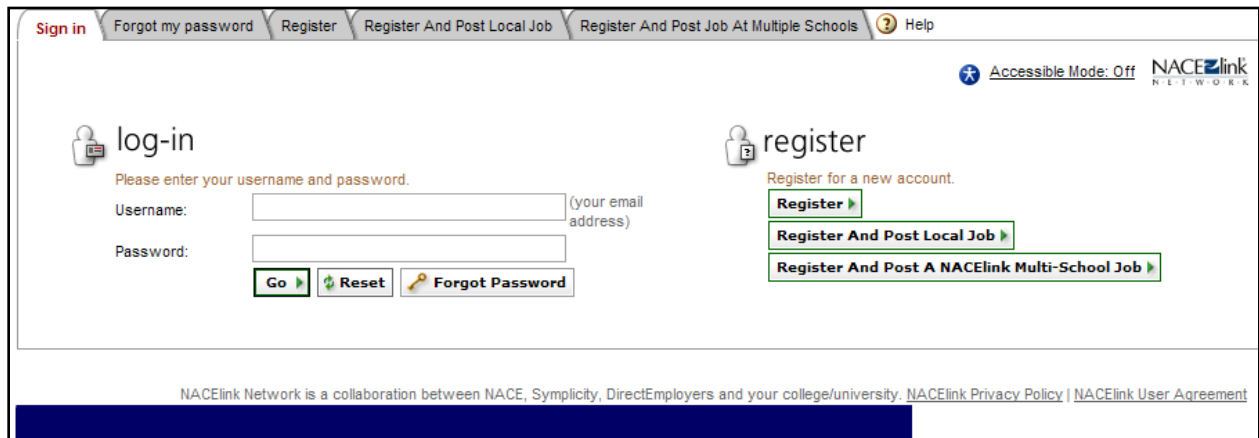


Diagram 1: The NACELink employer login screen.

## Creating Jobs

1. After logging in, you are taken to your NACELink homepage (*diag 2*). Click on the link that says **Create Emory Federal Work-Study Position**.

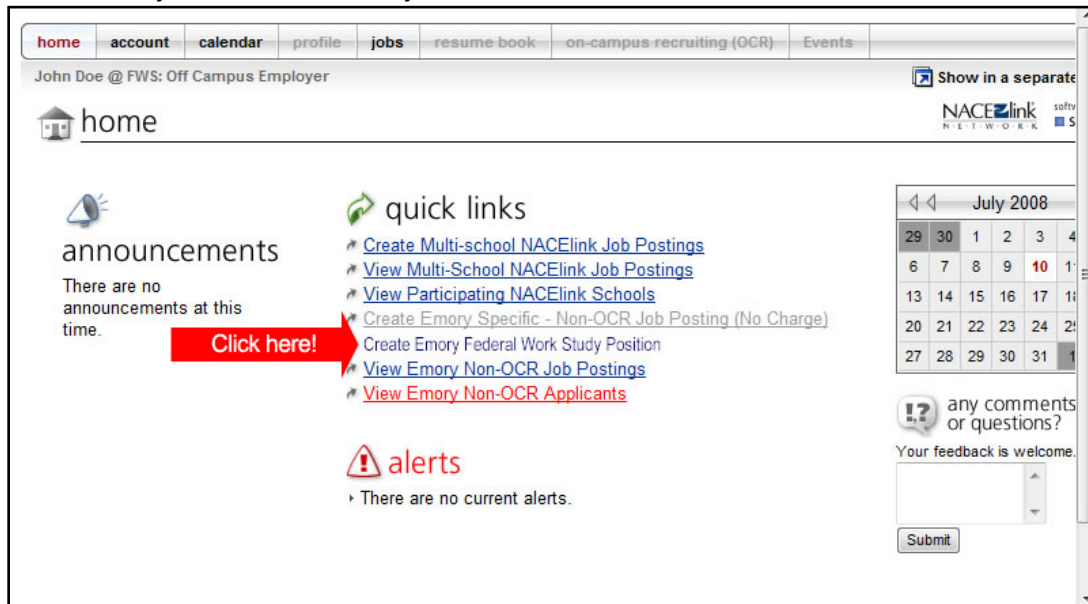


Diagram 2: Your NACELink employer homepage.

2. You will now be taken to the Job Posting homepage (*diag. 3*). If you would like to copy the data from a previous job you created, you can use the **Copy Existing** dropdown box. This will take all data from an existing job, copy the info under a new job number for you to edit, and leave the previous job unchanged. Otherwise, you should check only the **Federal Work-Study Box** to create a new job.

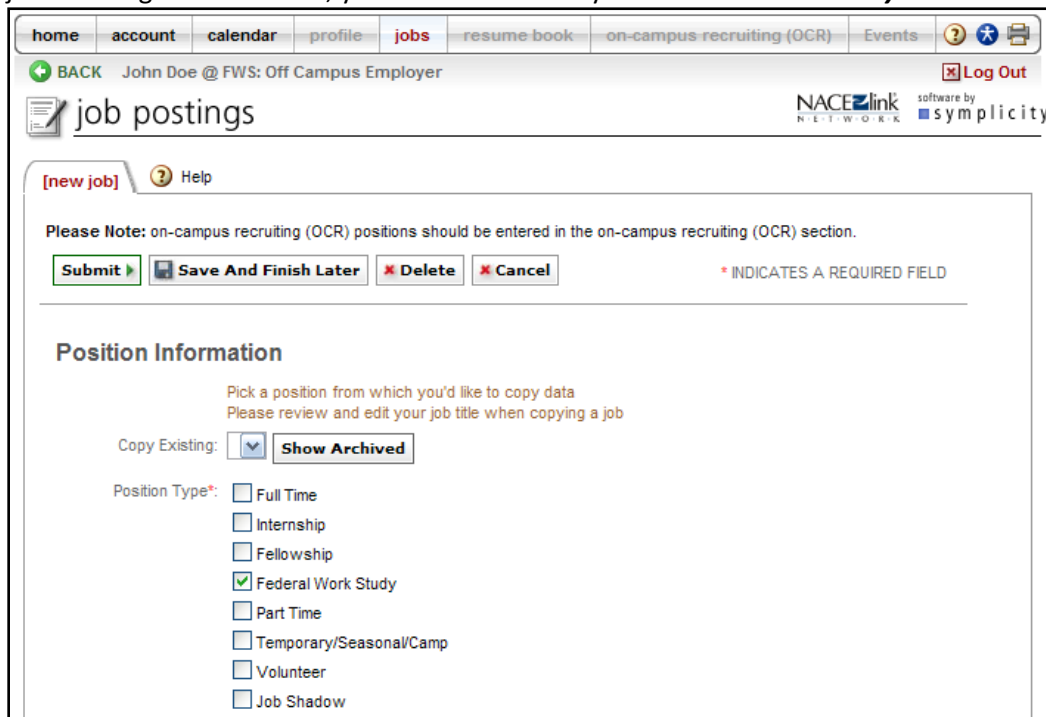


Diagram 3: The top portion of the Job Postings page in NACELink.

3. Scroll down the Job Posting page (*diag. 4*). Enter the following information:

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

Restrict Applications\*:  yes  no

Title\*:

Job Description\*:

Job Function\*:

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

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

Which additional documents do you request for non-ocr positions.

Additional Documents:  Cover Letter  Unofficial Transcript  Writing Sample  Other Documents

Special instructions regarding requested documents.

Requested Document Notes:

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

Display Contact Information To Students:

(Job announcement will be posted on this date.)

Posting Date\*:

(Job announcement will be removed on this date.)

Expiration Date\*:

Please enter the minimum grade point average desired.

GPA\*:

Please enter the desired graduation range start date.

Graduation Date - Range Start\*:

Please enter the desired graduation range end date.

Graduation Date - Range End\*:

Please enter the desired work authorization.

Work Authorization\*:

**Restrict Applications:** Always select no

**Title:** Enter a descriptive job title, such as *Lab Assistant*, not simply *Work-Study Student*

**Job Description:** Enter a detailed description of the job, the job duties, and the organization

**Job Function:** Always select *Federal Work-Study*

**Resume Receipt:** Always select *Other*, then describe in the **How to Apply** field which appears (i.e., *by calling 404-555-5555, email john.doe@gmail.com, in person, etc.*).

**Additional Documents:** You may request additional documents as needed.

**Requested Document Notes:** Fill out if requested, or leave blank.

**Display Contact Information:** Always check this box. By default, the liaison's name and email will appear in the box. You are free to edit this box to include the name and contact information of the person students should contact.

**Posting Date:** Date on which you want the job to appear to student view. Click *Select* then choose on the calendar.

**Expiration Date:** Date on which you want the job to expire. Click *Select* then choose on the calendar. Must be no more than 3 months from the posting date.

**GPA:** May enter a number, or to encourage all applicants including first-year students enter 0.

**Graduation Date Range Start:** Enter current month/year, such as *July 2009*

**Graduation Date Range End:** Enter month/year approximately 5 years from now, such as *July 2014*

**Work Authorization:** Control+Click to select both *U.S. Citizen or U.S. National* and *Permanent U.S. Resident*

4. Continue to scroll down the Job Posting page (*diag. 5*). Enter the following information:

Requisition #:

Desired Start Date:

Duration:

Approximate Hours Per Week:

Please enter the desired class levels.

Class Level\*:

Travel Percentage:

Qualifications:

Use the menu below to select major(s).

Desired Major(s)\*:

Salary Level\*:

Location\*: **Location**

**Nation Wide\***  
 yes  no

**City\***  
 Enter the City

**State\***  
 Enter the State

**Country\***  
 Enter the Country

Attachment(s):

**Requisition Number:**  
Always leave blank

**Desired Start Date:** Enter a date occurring within the academic year. Click *Select* and choose from the calendar

**Duration:** Enter if desired, or leave blank

**Approximate hours per week:** Enter if desired (may not exceed 20), or leave blank

**Class Level:** Control+Click desired options, or select all to get the widest range of applicants.

**Travel %:** Leave blank

**Qualifications:** Enter *Must have FWS Award* plus other qualifications as desired

**Desired majors:** Select preferred majors, or select all majors to get the widest range

**Salary Level:** Enter \$8.00-9.00 undergrad/ \$11.50-12.50 graduate to cover all applicants

**Location:** Enter *No* for nationwide, *Atlanta* for city, *Georgia* for state, *United States* for country

**Attachments:** You may attach additional documents as needed, but please include all pertinent job information, including the complete job description, into the above fields.

5. Click the **Submit** button.

## Previewing/Viewing Jobs

You are now taken to a Job Posting Summary page (*diag. 6*). For each position you will see the job title, the **Job Tracking ID** number, the job description, the type (should always be Federal Work-Study), majors, the start and end dates, and the **Approval** box. A checkmark will appear in the approval box once your job description has been screened by the Student Employment Office.

Also, you will see a **Deactivate** button on the far right. Once you have filled the position or wish to archive the job, simply click **Deactivate** to take the job posting down. You must log into NACElink and choose the deactivate option for the job in order to remove your job from student view.

Active positions will appear under the **Single School Postings** tab. Postings which have been deactivated will be moved to the **Archived Jobs** tab.

Diagram 6: The Job Postings summary page

If you click on the job description name (in this case, Lab Assistant), you will be able to access and edit the job (*diag. 7*). If you edit a job, it needs to again be approved by the SEO before it is posted. You will also see the Job Tracking ID beneath **Position Information**, as well as the number of **Student Views** the job has received already. This job hasn't been approved yet, so it has no student views.

Diagram 7: After clicking on the job title, you are taken to this page.

If you click on the **Preview** tab at the top, which is next to the tab that includes the job title, you will see an example of a student's view of the job you have created (*diag. 8*).

The screenshot shows a web application interface for job postings. At the top, there is a navigation bar with tabs: home, account, calendar, profile, jobs, resume book, on-campus recruiting (OCR), and Events. Below this is a breadcrumb trail: BACK John Doe @ FWS: Off Campus Employer. The main heading is "job postings" with a "Preview" tab selected. A lightbulb icon indicates a preview message: "This is how a student may see your job posting." The job details are organized into two columns. The left column contains "Position Information" with fields for Employer (FWS: Off Campus Employer), Division (N/A), Title (Lab Assistant), Description (The Lab Assistant will assist the Research Division of the Fake Laboratory in doing things, such as washing imaginary dishes and growing pretend specimen cultures.), Location (Atlanta, Georgia, United States), Position Type (Federal Work Study), Desired Major(s) (All Majors), Desired Class Level(s) (Freshman, Sophomore, Junior, Senior, Alumnus/a, 1st Year MPH/MBA, 2nd Year MPH/MBA, 1st Year MPH, 2nd Year MPH, 1st Year MSPH, 2nd Year MSPH, Career MPH, Grad Yr 1, Grad Yr 2, Grad Yr 3, Doctoral Candidate, 1st Year BSN, 2nd Year BSN, 1st Year MSN, 2nd Year MSN, 3rd Year MSN), Work Authorization (U.S. Citizen or U.S. National, Permanent U.S. Resident), Salary Level (\$8.00-9.00 undergrad/\$11.50-12.50 grad), Job Functio (Federal Work Study), Desired Start Date (September 1, 2008), and Qualifications (Must have a Federal Work-Study Award. No experience necessary). The right column contains "How To Apply" (Call John Doe at 404-555-5555 or email at john.doe@gmail.com), Requested Documents (Resume), Important Dates (Posted On: Jul 15, 2008; Applications Accepted Until: Aug 15, 2008), and Contact Information (John Doe, 200 Dowman Drive, Atlanta, GA 30322, 404-555-5555, john.doe@gmail.com).

Diagram 8: The Job Preview screen (how a student would view a job).

## Important Notes about NACELink

- **NACELink does not work well with the browser *Back* button** (such as the Internet Explorer back button). Instead use the *Back* arrow on the NACELink screen, usually located beneath the tabs.
- To copy data from an existing job description, select the old position from the ***Copy Existing*** job data dropdown box at the top of the Job Posting screen. This will duplicate the position, but assign a new ID number to the job so you may edit the data.
- If at any time you want to return to your main screen (the first screen you see after log-in), simply click the ***Home tab***. You can also click the ***Jobs tab*** to be taken to the page which lists all jobs for your department. When viewing the Jobs screen, remember that only active jobs appear under the ***Single School Postings*** section, while inactive jobs appear in the ***Archived Jobs*** section.
- Once you have filled a position or wish to remove a job from student view, you must login to NACELink and select the ***Deactivate*** option on the job posting page.
- When viewing active jobs you will see either a red ***X*** or a green ***✓*** in the ***Approval Box*** next to each job. The job will show the red ***X*** until the SEO has viewed and released the job, at which point you will see the green ***✓***, indicating you may now hire a student for the position.
- The ***Job Tracking ID*** is unique to each job posting. You must enter it on the Student Selected for Hire Form in order for the student's HR record to correspond to your NACELink job description (for more information see Chapter 4).
- There is no field which allows you to enter the number of openings for a certain position. However, it is still possible to hire multiple students under one Job Tracking ID provided they are working identical jobs. If multiple students share identical job descriptions, start dates, etc., you may enter the same job ID on multiple Student Selected for Hire Forms.