



## EMPLOYER GUIDE TO ePACK

### Accessing ePACK

You may use ePACK, our online recruiting system, to post jobs and internships and review resumes of candidates who meet your requirements. To access ePACK, go to <http://ncsu.edu/epack/employer> and "Click here to Register". We will respond to your request via email within 2 business days. Returning users who already have access to ePACK can 'Log In'. There is no fee for this service.

#### IMPORTANT TIPS FOR SUCCESSFUL RECRUITING OF NC STATE STUDENTS

- Use ePACK to recruit students for internships and entry-level jobs.\*
  - Use ePACK to request on-campus interview schedules.  
Begin with "Interview Schedules" then "New Schedule Request".
  - If you are ONLY interested in posting a job, please start with "My Jobs", "New Job".  
Please be as detailed as possible. Our students search jobs by majors and job categories.
- \* Use Alumni Career Services to post jobs requiring experienced alumni.  
Use Financial Aid Office to post jobs that are not career-related.  
(We reserve the right to remove these jobs if posted in ePACK.)

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### Editing your company & contact profiles

This page is for entering your company & contact info ONLY. You will post your job or interview schedule on a separate screen (select either "my jobs" or "interview schedules" from the top navigation bar).

**Tip:** *It is important to review your company and contact information periodically to make sure that we have all of your up-to-date information.*

#### To Edit Employer Information:

Please review your profile below, and read the ? hints below for more details on how each field should be completed. Click on the [Edit] link in any section to make changes.

1. From the Home Page, select "My Profile".
2. Click on the "Employer information" tab at the top to edit information.  
**NOTE:** Changes within EMPLOYER INFORMATION box will be applied to all contacts registered in ePACK for your organization. Your individual contact info should be added in the CONTACT INFORMATION box.
3. For your website entry - if you have a standardized job application available on-line that you would like applicants to complete, enter the web address to it in this field. It will be available to applicants when viewing your job posting.

#### To Edit Contact Information:

1. From the Home Page, select "My Profile".
2. Click on the "Contact Information" tab at the top to edit information

**Tip:** *Contact Visibility settings are editable in the Employer Information and Contact Information section. We encourage you to allow students to view this information.*

## **Searching for potential candidates**

1. Click on the “Student Search” tab and click “Search” from the drop down menu.
2. Select applicable criteria and click “Search” to search for students that match your needs.

### **Tips:**

1. *Keyword- the keyword search option will allow you to enter words to be used to search through all available student resumes. All words entered will be used in the search. Certain words such as and, or, and the will be ignored.*
  2. *To view all students, click “Search” only.*
  3. *To identify a specific group of students, utilize the expected graduation date, rather than classification. For example, a student may be a senior by credit hours; however his/her graduation date may be later than expected.*
  4. *Please note that academic majors are grouped by college. You may want to check a few places the first time to be sure you are selecting all applicable majors for your position.*
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## **Creating & editing jobs**

The ePACK system is a great way to find students for **internships, full-time jobs & career-related part-time jobs**. If your job does not meet these criteria, the University Career Center reserves the right to remove the posting. Please utilize the NCSU Financial Aid part-time jobs page for positions unrelated to our students’ majors. [http://www7.acs.ncsu.edu/student\\_jobs/jobsubmit.asp](http://www7.acs.ncsu.edu/student_jobs/jobsubmit.asp)

Occasionally, minor updates to your job listing selections are provided by our recruiting staff to ensure you most appropriately connect with our students. Questions? Contact Leslie Bowman [leslie\\_bowman@ncsu.edu](mailto:leslie_bowman@ncsu.edu).

### **NOTES:**

- For Application Instructions: if you'd like students to benefit from the ease of applying for your position directly through ePACK, please indicate "apply via ePACK" in your application instructions, and choose YES under "allow ePACK application" at the bottom. You may also direct them to apply via your website after submitting their resume through ePACK.
- For fields that allow multiple selections, (such as major or job category) use CTRL to select more than one.

### **Creating Jobs in ePACK:**

1. From the Home Page, select the “My Jobs” tab.
2. Click on the drop down menu and select “New Job”.
3. Fill in all required field information.
4. Select any desired qualifications and click “Save” to save your job.

### **Tips:**

1. Please verify that the post & expire dates are correct to ensure that your hiring deadlines are met.
2. Ensure that your screening options are checked if necessary. Screening allows you to find students who only meet your requirements. Choosing this option allows the system to screen applicants for you, but it may reduce the number of applicants in your pool.
3. We recommend that you click “Yes” in the “Show Contact” information box.
4. “Allow Student Self-Referral” allow applicants to apply for a job posting by submitting their resume directly to you. You will receive an email notification for each submission (Yes or No).

### **Editing Jobs in ePACK:**

1. From the Home Page, select the "My Jobs" tab.
2. Click on the drop down menu and select "Job List".
3. Click on the Job ID # or the Job Title.
4. Click on the "Edit" button and make any changes to the job.
5. Select "Save" to save your changes.

### **Tips:**

1. **Copying Jobs-** You can copy your job to easily re-create jobs for different recruiting seasons by clicking "Copy Job" at the top of each job.
  2. **Apply Dates-** The default is 60 days. However, if you want to change the apply dates, you may do so in the "Posting Information" section.
  3. **Closing a job-** Please select the Job ID # or the Job title, and click on "Close Job" at the top of each job.
  4. If you need any further help, please contact Leslie Bowman at 919-515-2396.
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### **Scheduling on-campus interviews**

If you are interviewing on campus, please fill in the information in the "Interview Schedule" Section of ePACK. For further assistance, you may also contact Bridget Yarborough at 919-515-2396.

### **Requesting Interview Schedules:**

1. From the Home Page, select the "Interview Schedule" tab.
2. Click on the drop down menu and select "New Schedule Request".
3. Fill in all required fields information.
4. Select "Open" or "Pre-Select" schedule types. **Open-** All students who meet your requirements may sign-up for an interview. **Pre-Select-** All students who meet your requirements may submit their resumes for review. You will select the candidates you prefer to interview. Only selected candidates will be able to sign-up for an interview.
5. After choosing the type of interview schedule, you will receive an email confirmation once your schedule has been approved.

### **Tips:**

1. If you are planning an information session, please fill in the information required in the "Employer Interview Request" section.
2. Please include # of expected students and A/V equipment requirements.
3. Regarding Interview Schedules, if you only want students who meet your requirements to be able to apply for this job, you must also select the corresponding "screen by" fields under "Screening Options". Choosing this option allows the system to screen applicants for you, but may reduce the number of applicants in your pool. Be sure to include all majors you would consider for your position. You may want to check multiple colleges to ensure you're not leaving any potential qualified candidates out.
4. Most employers choose one of our standard schedule formats. However, we can customize a schedule to fit your needs. Our office is open from 8-5, Monday through Friday.  
30 minute interviews: 8:30-4:30, 1.5 hr lunch & two breaks (12 slots)  
45 minute interviews: 8:30-4:30, 1.5 hr lunch & two breaks (8 slots)  
60 minute interviews: 8:30-4:30, 1.5 hr lunch & two breaks (6 slots)

### **Managing & Reviewing your Interview Schedules:**

1. From the Home Page, select the "Interview Schedule" tab.
  2. Click on the drop down menu and select "Schedule List".
  3. Click the Schedule ID # of the job title.
  4. From this page you can:
    - A. View sign-up activity- click the desired interview date in the Session Box.
    - B. (If applicable) view an information session associated with this interview- click the date next to Information Session to review attendees if available.
    - C. View requests on a pre-select schedule- Click "Manage List" in the Pre-select Activity box if available to review student requests and to submit selections when necessary.
  5. Under the "Sessions" section, you can click on the Session ID # or the Interview Date to get more information. You can view students' profiles and resumes who are signed up for Interview timeslots by clicking on the student's name. You can also create Resume Packets.
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### ***Viewing career events***

1. From the Home Page, select the "Career Events" tab.
  2. Click on the drop down menu and select "Career Events List".
  3. To register for an event, click on "Register" under the Action list.
  4. Fill in all required fields information
  5. Please select fees by clicking "Selected Fees" on the right corner of the Fees section. Click "Save" to save your information.
  6. After choosing fees, click your payment method in the Payment section. If you click "Check", click on "Invoice" to print an invoice.
  7. If you click "Credit Card", next click "Pay by Credit Card" and complete the form. Once payment has been submitted successfully, a receipt will be emailed to the email address in the payment screen.
  8. You may select "Receipt" to print a receipt after the fees have been paid.
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### ***Reviewing your calendar***

The Calendar gives you access to upcoming and past Career Center events.

1. From the Home Page, scroll down to the bottom of your page to view the calendar.
2. You can view the calendar by the week or by the month.
3. You may view events on each day by clicking on the event.
4. You may edit your calendar by clicking the "New Event" icon on the bottom of each day.