

# SHIP Career Connection

## Employer Reference Sheet

### Access SHIP Career Connection

1. Go to [www.ship.edu/career](http://www.ship.edu/career). Click the **Employer login page** link under **SHIP Career Connection**.
2. Enter your Username (your full email address) and password to log in **OR** click **Register** if you are new to SHIP Career Connection.  
***NOTE:** You will need to complete your Profile before you are able to post positions. If you have forgotten your password, or need further assistance, please contact the Career Center.*

### Complete Your Profile

1. Click the **Profile** tab. Update all pertinent information. Make sure to click **Save Changes** to save your information at the bottom of each page.
2. Click **Who We Are** to complete your branding information.  
***NOTE:** This information is visible to students. It provides additional details to help brand your organization. Provide as much detail as possible under each tab (Who We Are, Key Statistics, etc.) to maximize student/alumni views of your information.*

### To Post a Job, Internship, or Volunteer/Service Opportunity: (Jobs NOT being posted for on-campus interview schedules)

1. Click the **Jobs** tab.
2. Click the **Job Postings (non OCR)** tab and click the **Add New** button. Complete the form and click **Submit**.  
*Once approved by the Career and Community Engagement Center, your job(s) will be viewable by students/alumni.*
3. Manage your job postings and review resumes.

### On-Campus Recruitment (Interviewing on campus)

1. Click the **On Campus Recruiting (OCR)** tab.
2. Click the **Schedules** tab; Click the **Request a Schedule** button. Complete the schedule request and click **Submit**. Your schedule will be sent to the Career Center for approval. You will receive an email upon approval.
3. Once approved, you can click on schedule, attach job descriptions, modify schedule details, and edit timeslots.
4. OCR allows you a full-range of services including: posting positions, setting screening criteria, reviewing resumes, inviting qualified applicants to interview, allowing students to sign up for interviews and utilizing an OCR Room in the Career Center for your interviews.

### Requesting an Information Session/Table

1. Click the **Events** tab.
2. Click the **Information Sessions** subtab. Click the **Add New** button. Under **Information Session Type**, select Information Session or Information Table from the drop down list. Complete the form in its entirety and click **Submit**. Your request will be sent to the Career Center for approval. You will receive an email upon approval.

If you have any questions about SHIP Career Connection or Career and Community Engagement Center services, please contact our office. For more detailed instructions, you can also view the *SHIP Career Connection Employer User Guide* in the Document Library.