In order to recruit students from Western Michigan University you **need to be linked to WMU**. A link allows you to post jobs (at no cost) and view resumes of students and alumni.

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How to Link to a Partner School

1. From the school’s Public eRecruiting home page https://wmich.experience.com/emp/sblogin, click “Employers login” on the right side of the page.

2. If you already have a master account with Experience, enter the username and password. If not, create a new account. Both of these options are in the Employer Login section on the right side of the page.

3. When creating a new account, the system will prompt you for your email address to check for an existing Experience account associated with that email address.
   a. If there is an existing Experience account, you will be prompted to log in or have your password emailed to you.
   b. If there is no existing Experience account, you will be prompted to fill out two pages of basic information: one about yourself (as an employer contact) and one about the employer (as a company).
4. After logging in or creating a new account, you will be taken to the Employer Homepage. If this is the first time you have logged in through Western Michigan University, a link request is automatically sent to WMU and a confirmation message will inform you of the link request. **You will also be reminded that you cannot post any jobs to the school until that request has been approved.**

b. To check the status of the link request, look under the “My Schools” section of your “My Experience Dashboard” located on the right side of the employer homepage.

1. Click on “Pending Requests” to view link requests.
2. Click on “Access My Schools” to view approved links, post jobs, and see resumes (if applicable).

**NOTE:** You can click on “Link More School Accounts” to request more links and access candidates from other Experience partner schools. However, **employers who are already linked to 3 schools will receive a message about Experience Gateway.** This feature gives employers easy and efficient access to
all of their target schools and career centers (and students and alumni) through one unified Experience Network login. While this is intended to improve access for all employers who are linked to 3 or more schools, **these employers will still be able to directly access schools, one at a time, at no cost.** They will do this by navigating directly to WMU login page: https://wmich.experience.com/emp/sblogin.

**How to Post a Job?**

1. Click on “Access My Schools” in the “My Experience Dashboard”, which is on the right side of the employer home page.
   
   **Note:**
   
   - The section on the Employer Homepage, “Find the Best Fit. Fast.” refers to posting to the Experience Network, **for a fee.**
   - By clicking “Access My Schools” and going through a specific partner school, you can post a job to that specific school for free.

2. Now choose what school to post to: Click on “Access My Schools” and under “Your Linked Schools,” click Western Michigan University to post to **for free.**
   
   **Note:**
   
   - The “Experience Network” section refers to your ability to post a job to the Experience Network, **for a fee.**
   - You can also request to link to our partner schools from the “Link More Schools” box on the right side of the page.
   - **If a link request has not been approved by the school, the school will show up under “Your Pending Requests”. If this is the case, you will not be able to view the school’s profile or post jobs to that school.**
3. Once on a specific school’s profile page, click “Jobs” under Overview.

4. This will bring you to the Jobs page for the school. To create a new job, click “Create a new job” at the bottom of the “Your Job Folders” box on the right side of the page.
5. Next, decide whether you want to use a basic or enhanced post.

a. **The enhanced post is an upgraded post, for a fee.** By using an enhanced post, you get the following benefits:
   1. Posting to all of the schools on your account
   2. Posting to additional candidates from our network (target by school, state, region, or all)
   3. Make your job stand out with a stylized template, custom html editor, and ability to add logo/link
   4. Reporting on all job activity (i.e. search results, total views, clicks to apply)
   5. Highlighted search results
      a. In other words, when a candidate runs a job search, Enhanced Post jobs are highlighted within the search results.
      b. This will not affect the information you provide to the school, but it will affect how your job posting looks and will enhance the reporting results provided.
6. You will then be sent through two more pages, where you will choose your targeting preferences and provide details for the job you are posting.
7. Once you have completed the Job Details page, you will be prompted to complete more information that is specific to the school.

Note:
While you can continue without providing this information, **your job will not be posted** to the school until you have completed the additional details.

8. You will then see a preview of the job posting. If satisfied with the job, click “Continue” to post the job.

Note:
- **Editing the job**
  - You can edit the job by clicking the previous steps in the progress bar at the top of the page.
  - You can also edit the job after posting it by clicking on “Manage Jobs” at the top of the page.
  - **You cannot edit the dates associated with your job, though you may contact Western Michigan University at broncojobs@wmich.edu to do so.**
  - Some schools review postings as a way of screening the jobs that appear...
in front of their students. If this is the case, the job will not be posted until it has been approved by the school.
Other Employer Capabilities:

**How can I edit my account information?**
You can always edit your account information by clicking “My Account” in the upper right hand corner of the page.

**How can I view or edit current, old, and pending jobs?**
You can view and edit your jobs at any time by clicking on the name of the school that the job is associated with under the “Manage Jobs” tab on the top of each page. This section allows you to add new jobs, view and edit posted jobs, and view applicants to jobs from that school.

**How can I view events at linked schools?**
From the homepage, click “Access My Schools” and then select a linked school. Click on the “School Calendar” icon. To view career fairs at all of our partner schools, click on the “Career Fairs” tab at the top of the page.

**How can I view candidate resumes?**
You can view candidate resumes by clicking on the “Candidate Search” tab on the top of every page. You will then be taken to the “Resume Books” section, which allows you to view resumes of students and alumni at a linked school provided the school has given you resume book access.