Recruit students and alumni from eight Nebraska colleges with one click! Through the **Nebraska College Recruiting Consortium** (NCRC), you can:

- **Post jobs and internships for FREE on an online job board shared by eight schools.** Students from the eight Consortium schools have the ability to view and apply for your full-time and part-time positions, as well as internships. There is no charge to post your opportunities. The option is also available to post jobs to schools outside of the consortium, called a NACElink posting. This feature requires creating a centralized account at onestop.nacelink.com, and involves a nominal fee for postings.

- **Participate in on-campus recruiting.** Interview candidates from any of the eight schools at one of two locations (Nebraska Wesleyan University in Lincoln or the Lozier Professional Center/Bellevue University West Campus in Omaha). Resume collection, pre-selection of candidates, and interview sign-up are all done online.

- **Access student resume books.** You can request access to this feature once you have registered with the JobZone. You may view student and alumni resumes, and the resume book will automatically update when new registrants add their resumes to the database.

- **Request a resume referral.** We can search our database of resumes and forward the resumes of candidates that match your criteria.

**Registration Instructions**

1. Go to: [https://ncrc-csm.symplicity.com/employers](https://ncrc-csm.symplicity.com/employers) and click on Register to create your account.
2. Fill out the registration form. Your registration will be approved by a Consortium staff member within one business day. You will then receive a confirmation e-mail containing a password.
3. Log in using your e-mail address and the assigned password.
4. **To change your password:** Click on Account, then the Password/Preferences tab and you may change the password to one of your choosing. (Note: If you have a NACElink OneStop account, the Password/Preferences tab will not be available to you and you will need to go to onestop.nacelink.com.)
Posting Jobs & Internships

1. Go to Shortcuts on the homepage.
2. Click on Post Jobs (FREE!). You can also click on Jobs – Job Postings (Free), then click Add New and you will be taken to the same place.
3. Your posting(s) will typically be approved by a Consortium staff member within one business day.

If you would like the convenience of posting your position(s) to other NACElink universities from a centralized account, you can do so for a fee. Under Shortcuts, go to Post a Job to Other NACElink Schools (Fee Based). You can also go to Jobs – NACElink Postings (Paid). Please visit onestop.nacelink.com for more information on this feature.

Requesting an Interview Schedule

1. To conduct interviews through the Consortium, click on Create Interview Schedule Request under the Shortcuts. (You can also go to On-Campus Recruiting and click the Request a Schedule button.)
2. Under “Recruiting Session,” choose **NCRC 2010-2011** if you wish to recruit students from all consortium schools. If you only want to interview students at one school, you can select a session with the school’s name in front of it. You will only be able to interview students from that school, at a location at that school. If a school does not have its own session set up, you should contact that school’s Career Center or choose the NCRC 2010-2011 session to include students from that school.
3. Under “Location,” you must choose either Nebraska Wesleyan University or the Lozier Professional Center as your recruiting location if you are interviewing students from all NCRC schools. (You can also leave it blank and let the NCRC Recruiting Coordinator know of your preference.)
4. The NCRC Recruiting Coordinator will check on date and space availability. (You may want to contact the Recruiting Coordinator prior to selecting a date for interviews to ensure your desired interview date is available.) Once your request has been approved, you will need to attach the position(s) for which you are recruiting to the interview schedule. After being approved by the NCRC Coordinator, your interview schedule will be opened up to students!

Resume Books

View the resumes of consortium students and alumni by utilizing the Resume Book feature. Resumes are divided into students seeking internships and students/alumni seeking full-time employment. After clicking on the desired resume book, you have the ability to view and search for resumes using the search filters at the top of the page, or the advanced resume search feature. When you find students you are interested in, you contact them directly.

**Questions? Call 402.465.2224 or e-mail ncrc@nebrwesleyan.edu.**