

Quick How-To Guide

CareerEngine

Engineering Career Services (ECS) at Ohio State uses CareerEngine, a comprehensive, web-based career services management system developed by Symplicity Corporation. CareerEngine is part of the University-wide Buckeye Careers network. The Fisher College of Business utilizes FisherConnect, a system independent from the Buckeye Careers Network.

Registration/Login

To register/login, visit ecs.osu.edu and click on “Employer Login.”

<p>Post a Job</p>	<p>Request an On-Campus Recruiting (OCR) Visit</p>
<ol style="list-style-type: none"> 1. Login at ecs.osu.edu 2. Click on “Create Job Posting” under “Shortcuts” menu 3. Enter the required position information 4. Click “Submit” 5. Position will be reviewed/approved by a staff member prior to being live on the site 	<ol style="list-style-type: none"> 1. Login at ecs.osu.edu 2. Click on “Create New OCR Schedule Request” under the “Shortcuts” menu 3. Enter required information (note that if you select “None—Room Reservation Only” as your OCR Model please do not attach as position as it will not be viewable by students) 4. Click “Submit” 5. Schedule request will be reviewed/approved by a staff member prior to being live on the site
<p>Generate a Resume Packet/Email Students</p>	<p>Request an Information Session</p>
<ol style="list-style-type: none"> 1. Login at ecs.osu.edu 2. Click on “Resume Books” in the top toolbar (if you do not have a “Resume Books” option, please contact us at eng-ecs@osu.edu to request the service) 3. Click of desired resume book 4. Select your desired qualifications (you can use the “Advanced Search” option to further narrow results). 5. Click “Apply Search” 6. Use the checkboxes to the left of each student to make your selections for the resume packet (to view a single resume, click on the white paper icon in the “Resume” column) 7. Once the selections are made, click on “Generate Book;” this will create a PDF packet of the selected resumes 8. You can also use this feature to email selected students; simply click “Mail to Checked” after making selections 	<ol style="list-style-type: none"> 1. Login at ecs.osu.edu 2. Click on “Request New Information Session” 3. Enter required information; note that you must make your own location arrangements prior to submitting the request 4. Click “Submit” 5. Information session request will be reviewed/approved by a staff member prior to being live on the site