From:	ls-wisc-csm@symplicity.com
Sent:	Thursday, October 09, 2014 7:39 PM
To:	HR
Subject:	BuckyNet: Non-OCR Job Board Posting Approved

Dear Barbara Allen:

The following non-OCI (non-On Campus Interviewing) position has been approved for posting on our BuckyNet Job Board for students and alumni registered with the College of Letters and Science Career Services:

OPB Seeks Producer, State of Wonder

Managing Your Job Board Posting:
If you requested to receive resumes via "e-mail" or view them on BuckyNet by selecting the "accumulate" option, you will be able to manage applications online. (The other option is to select "other" and use the "Text Box" to ask applicants to apply directly on your website or to send their resume directly to you by mail or fax.)

Log on to BuckyNet:

- Go to https://ls-wisc-csm.symplicity.com/employers/.
- Enter your username (the e-mail address you used in setting up your BuckyNet account).
- Enter your password (case sensitive!). If you forget your password, go to the Forgot my Password tab, enter your username, and click go (your password will be reset and e-mailed to you). Use this password to log in. To change your password once in BuckyNet, select Account from the menu bar, go to the Password/Preferences tab, and click the Change button on the far right.

Manage Resumes:

- Select jobs from the top menu bar. View/edit your job postings or view resumes of interested applicants by clicking on the Resumes tab.
- View resumes by clicking on the document icon in the Resume column.
- Remove resumes by clicking on the Delete button on the right.

We are glad to assist you in scheduling interviews in the Letter and Science Career Services office (or, you can simply contact applicants directly to set up site interviews). Interview option in the Letters and Science career Services office include:

1) On-Campus interviews in one of several interview rooms in our office

To Email Applicants through BuckyNet:

- Checkmark applicants of interest and then click Mail to Checked, utilizing the web-based wizard.
- Send batch e-mails to multiple recipients by using the mail merge fields in the Available Fields box in the upper right corner of the screen.
- Initiate a mailing by clicking Next, and then selecting the Send Messages button.

Thank you for posting your opening on our BuckyNet Job Board!

Greg Iaccarino

Experiential Education and Recruiting Coordinator

Letters & Science Career Services

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