



## Career Development Center RamblerLink Employer Quick Start Guide

RamblerLink, replacement to eRecruiting, is a career and job management system that provides you with an easy way to post your open positions, register for career fairs and other events, search for resumes of qualified candidates, and stay connected with Loyola's Career Development Center.

### Register in RamblerLink?

- Follow the instructions and login links on [www.luc.edu/career/RamblerLink.shtml](http://www.luc.edu/career/RamblerLink.shtml)
- Complete all of the registration screens
- Submit your registration
- You will receive an e-mail confirmation within 48 hours (during business days) that your account has been approved.

### Access RamblerLink

- Follow the instructions and login links on [www.luc.edu/career/RamblerLink.shtml](http://www.luc.edu/career/RamblerLink.shtml)
- Enter your username and password
- Click on the "Go" button.

### Manage your RamblerLink account

Click on the "Account" tab to access:

- "Personal Profile" – all of your contact information
- "Password/Preferences" – change your password
- "Document Library" – access resources from Loyola career service offices such as the latest version of this *Quick Start Guide*.

### Posting NonOCR Jobs, Internships and Other Opportunities

- Click on the "Jobs" tab
- Click "Add New" and complete the posting form. All required fields are marked with a red \*.
- Select how you would like to receive applications. Please specify all required documents.
- Select "School Affiliation" (see below\*)
- Click "Submit"
- For OCR inquiries, please contact the Career Development Center at 773-508-7716 after June 1

### Searching for Student/Alumni Resumes

- Click on "Resume Books"
- The Resume Books section contains filtered databases of students and their default resumes. Only students who have given their permission will appear.
- In addition, there are resume books that students/alumni have opted into because of their career interests and background.
- Select a book in order to view the list of students and their resumes.
- You may filter the list with selected criteria for a more specific search.

\*RamblerLink is the Loyola Career Development Center's portal to a NACELink system shared with the Loyola School of Business Career Management Services office. Jobs posted through our portal may be viewed by all students, including business students/alumni.

As more RamblerLink features are released, this document will be updated. Please check back to see the latest version. If you have any questions, please contact the Career Development Center at 773-508-7716 or e-mail RamblerLink administrator Maureen Smith at [msmith@luc.edu](mailto:msmith@luc.edu).