



Career Development Center

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careercenter@luc.edu | www.luc.edu/career

Experience Loyola eRecruiting

Keep your company and contact information current, manage your own positions, search Web Resume Books for qualified candidates for your jobs and internships, register for job fairs and manage your on-campus recruiting schedules.

Request an eRecruiting employer ID:

- Select Employer Login in the Online Recruiting menu on our website at www.luc.edu/career
- At the Experience login page, select Create a New Account.
- Enter your e-mail address and click Submit; Experience will check to see if you have a pre-existing account.
- Complete all required fields and agree to the terms of service.
- Click the Submit button to create your Experience account.
- Select Request Access to link your Experience to Loyola's eRecruiting system.
- You don't need to put anything into the message box.* Scroll down and click Send.
- Once we have accepted your request, we will notify you by e-mail.

You will then have access to Loyola's eRecruiting system and can start your recruiting activity online.

*Please do not enter a job description into your access request message box, as we have no way of retrieving it once we have accepted your link request. If you do not wish to enter your own positions, send position descriptions in or attached to an e-mail to careercenter@luc.edu.

Job & Internship Postings

You can post and manage your own job and internship openings in our eRecruiting system. We will also be happy to post them for you; just e-mail them to: careercenter@luc.edu.

Job & Internship Fairs

We sponsor and co-sponsor a variety of job and internship fairs each year. Employers may register for the job fairs online from their Loyola eRecruiting homepage or from www.luc.edu/career/fairs.shtml.

On-Campus Recruitment

During the Fall and Spring Semesters, many employers use the On-Campus Recruitment (OCR) program to locate graduating students or students seeking internships. We encourage you to use OCR to help you with your hiring needs. OCR is managed through the online eRecruiting system.

- Create a new Experience eRecruiting account.
- Post the positions you want to recruit for during your campus visit.
- Contact Maureen Smith to set up a date to interview students on campus; call: 773.508.2878, or e-mail: careercenter@luc.edu.
- Maureen will attach an OCR schedule to the position and make it active for students to view.
- The Career Development Center will publicize the OCR visit.
- Students will view the position through eRecruiting and request an interview by submitting their resume to the position.
- At any time before your deadline, you may login to your Experience account to review submitted resumes. We suggest that you also review them on the deadline, in case students have updated their resumes.
- On the deadline, accept the students you want to interview and decline those you are not interested in.
- eRecruiting will inform the accepted students to sign up for an interview time slot.
- You will have access to your interview schedule on a real-time basis as students sign up for time slots.
- Come to campus on your interview date.

The Fall recruiting season begins in early October and continues through mid-November. Recruiting for Spring begins in early February and continues through mid-April. Most interviews take place at the Lake Shore Campus in Rogers Park, at the Sullivan Center for Student Services, 6339 N. Sheridan Road. For more information about on-campus recruitment, please contact Maureen Smith at msmith@luc.edu or 773-508-2878.