



Career Development Center
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(773) 508-7716 | Fax (773) 508-7088
careercenter@luc.edu | www.luc.edu/career

Experience Loyola eRecruiting On-Campus Federal Work Study & Other Student Positions

Set up your Experience ID for access to Loyola eRecruiting:

- Select **Employer Login** in the **Online Recruiting** menu at www.luc.edu/career
- At the Experience login page, select **Create an Account**.
- Enter your e-mail address and click Submit; Experience will check to see if you have a pre-existing account.
- For employer name, enter “**Loyola University Chicago – {Your Department Name}**”
- Complete all other required fields and agree to the terms of service.
- Scroll to bottom and 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 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.

Create a new Job or Internship:

- Login to your Experience account.
- Click on the **Loyola University Chicago** link.
- Select Jobs to access the **Your Current Jobs by School** page
- Select **Create a New Job** in the **Your Jobs Folders** box
- Be sure to complete the two special Student Employment fields:
 - ✓ **Campus (if FWS/Non-FWS Position)**
 - ✓ **Is this a FWS/NonFWS Student Position.**
- Complete all required fields.
- Your position will be active for about 2 months. If you fill it before it expires, send an e-mail to CareerCenter@luc.edu and ask that it be deactivated.

Reactivate an Old Job

- Login to your Experience account, select Loyola University Chicago, and Jobs to access the **Your Current Jobs by School** page
- Scroll down and select a job OR click Old Jobs in the **Your Jobs Folder** box and select a job.
- Scroll to the bottom and click the blue **Copy** button (if the job is current) or
- Click “**Create a new version of this job**” if the job is archived (no longer active) or in the **Old Jobs** folder.
- You may then click on the new position to edit it.

Job & Internship Fairs

We sponsor and co-sponsor a variety of job and internship fairs each year including a FREE start of the school year Internship & Part-time Job Fair each Fall that may be perfect if you plan to hire several students for the academic year. Once the date is set for the next Internship and Part-time Job Fair, employers may register for the job fair online from their Loyola eRecruiting homepage or from www.luc.edu/career/fairs.shtml.