

IUPUI Talent: An Online Hub for IUPUI Employers

The IUPUI Solution Center has launched a new web site that gives employers a one-stop, “hubbed” option to publicize internships and job opportunities for students and graduates on the IUPUI campus. This system uses job type keywords to send these positions to the appropriate academic schools and departments across campus. Employers can log into the system, post jobs, internships, and volunteer opportunities, and monitor these opportunities on an ongoing basis. The new system makes posting positions in multiple academic areas easier, and provides the widest access possible to students across the campus. It is maintained by the IUPUI Solution Center and the IUPUI Internship Council.

To register your company or organization on IUPUI Talent, please go to www.iupuitalent.net and click on the icon next to the text “Employers.”

1. Please check if your organization is already registered with us before creating a new profile. This is best achieved by typing in keywords of your organization's name. For example, if your organization is Goodwill Industries, the keyword “Goodwill” would return the optimal results.
2. Should that search generate your organization with an existing contact person other than yourself, please e-mail solution@iupui.edu, and we will add you as a new user within your organization.
3. If your contact information appears, please return to the homepage and log-in with your username and password. If you need that information, please email us at solution@iupui.edu.
4. If your organization does not appear in the search results, then your organization has not been registered with our database. Please proceed to the next step.
5. Select your preferred username (your email address is best) and password and click on the “continue” button. Please note that these fields are case sensitive.
6. Complete the company information form that asks for your organization's contact information and click on the “continue” button.
7. Complete the recruiter information form that asks for your contact information and click on the “continue” button.

To post a position on the IUPUI Talent system, please follow the instructions below:

** Please note that the IUPUI Solution Center will be happy to post positions for you free-of-charge the system. Simply e-mail these announcements and all necessary information to solution@iupui.edu.*

1. Go to www.iupuitalent.net.
2. Please enter your username and password in the necessary fields and click on the “Login” button.
3. This will bring you to your employer start page where you will click on the “Post a Job/Internship” link on the left hand side.
4. Fill in the necessary information about your job opening.

- *Choose Job Type (Please choose all that apply)* - Select ALL of the job types categories which best classify your job.
 - *Job Location* - Please select the closest city/area where the position is located.
 - *Job Level* - Click on the radio button next to the most appropriate job level for your position. Only students looking for your level of position, such as “internship,” will be able to view the posting.
 - *Enter the Job Title and Description* - This section is where you can type in the title of the position and either write or cut & paste your text describing the position. Please be as detailed as possible; students tend to shy away from jobs that don’t have enough information.
 - *Enter Salary Information* – Please choose whether the position is a paid or unpaid position. If you would like to inform students about how they will be paid, then input information in the text box. If you are unsure, please choose “Other” and write “Commensurate with Experience” in the text field.
 - *How would you like candidates to contact you? (Please check all that apply)* - This section gives you the ability to select the way students submit applications to you. You can choose as much information to be shown as you would like. *It is recommended that you always have the “Apply Online” box activated, as it allows students who have uploaded their resume to easily send it to your e-mail address.*
 - *Other Information* - Several questions in this section are optional. “Start date” is the date that your new hire would begin the position. “Apply date” is the date by which you wish to have all resumes received. “Job duration” is the length for which the position will last, such as a 6-week internship or a 2-3 year management-training program. “Number of positions open” will let students know the number of candidates you are looking to hire. “Duration of job visibility” is the number of days the position will remain active for students to see. You can select “30 days” or “60 days”; alternatively, type in the exact number of days to your liking.
 - *Contact Information* - If you have a specific recruiter who has registered with the system, you can select his/her name on the pull down box and the recruiter's contact information will automatically be placed in the correct fields. If you are going to use information for another recruiter, you must select “Other” first and then complete the registration information. Your selection in the recruiter field will erase any information currently in those fields, so it is important to select the recruiter first. All information can be edited, and only contact information selected in section 5 will be shown to students.
5. After completing the job posting form, click on the “Preview job posting” button below.
 6. You will see the exact job posting that students would be able to view. If you are happy with this posting, click on the “Post this Job” button, and it will be sent to the IUPUI Solution Center for review before being posted. If you wish to make changes to this posting, click on the “Edit this

Job” button, and it will take you back to the job posting form where you can make the necessary changes. Most positions are reviewed within 48 business hours.

To edit a position that you have previously posted on the IUPUI Talent system:

1. If you are not already logged into the system, go to www.iupuitalent.net and enter your username and password.
2. Your current job postings will appear on the next screen.
3. Click on the “Edit” button next to the position you wish to edit.
4. Make the necessary changes to the posting, and then post the position.

To re-post a position that you have previously posted on the IUPUI Talent system:

1. If you are not already logged into the system, go to www.iupuitalent.net and enter your username and password.
2. Your current job postings will appear on the next screen
3. Click on the “Re-post” button next to the position you wish to re-post. Your position will automatically be re-posted for students to view.

To close a position that you have previously posted on the IUPUI Talent system:

1. If you are not already logged into the system, go to www.iupuitalent.net and enter your username and password.
2. Your current job postings will appear on the next screen
3. Click on the “Close” button next to the position you wish to close, and your position will be archived.

** Please note that you have the option of keeping expired-postings on your site that you may re-post at any time in the future. Before deleting a posting, therefore, please make sure you do not want to use it again.*

If you have further questions on how to use the IUPUI Talent system, please contact someone at the IUPUI Solution Center (solution@iupui.edu) or you can always email technical support at ease@ecampusrecruiter.com.