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Employer Quick Start Guide



Career Services uses Victor eRecruiting as our premier online job search database. Victor is accessible 24 hours a day, 7 days a week from any computer.

Victor eRecruiting can help you with your employment needs

- Post your job opening(s) free, including full-time, part-time, temporary employment as well as internships and co-op experiences.
- View resumes and contact candidates directly through online resume books.
- Schedule interviews in our complementary interviewing suites through the Campus Recruiting program.

1. How To Get Access

Complete Your Company Profile

- Go to www.niu.edu/careerservices
- In the center of the page under **Employer Resources** Click on the red huskie dog **Victor eRecruiting** banner
- In the box under **Employer Log In** click **Create an Account**. (If you already have an account, fill in your username and password proceed to step #2 below.)
- To create an account, type in your email address and Click **Continue**.
- Add your information and continue.
- **Request access**—You will get an email confirming your access has been accepted. The email will contain a web link. Click on the link to post your jobs.

2. Post Your Job Openings

- Log into your **eRecruiting** account by going to <http://niu.experience.com/emp/sblogin>. Enter your username & password.
- Under **My Account Open** (black arrow at the top of the page) which will bring the “dashboard” down so you can select Your Network 'Northern Illinois University'
- Click on the first picture **Jobs** to post a job.
- Click on 'Create a New Job' in **Your Job Folders**
- Click **Select Basic** and scroll down and click **Continue**
- Enter Job Details and click **Save**
- Your job will be posted for 60 days, unless you notify us otherwise.

3. Search Resume Books

- Log into your **eRecruiting** account
- Select **Resume Books** under “Overview.”
- If you do not have a list of “Individual Resume Books” call Career Services at 815-753-1641 or email careerservices@niu.edu to request access. Resume books are sorted by various majors.
- You can choose to search resumes by using the **Resume Key Words** search or break down your search into specific information by clicking on **More Search Options**
- Send emails to your selected list, inviting them to apply for your job posting on Victor eRecruiting or inviting them to visit your booth at one of the NIU job fairs.