REGISTER & LOG-IN

Go to [http://careers.osu.edu/employers](http://careers.osu.edu/employers) and click on the Buckeye Careers Network logo. Choose the first link “Buckeye Careers Network” from the list of systems.

- **New User**: Click on “Register” to create a new account and follow prompts
- **Returning User**: Enter your username and password. Click “Go” to log in.

By registering through the Buckeye Careers Network portal, you are also able to log into any individual college’s access portal. Regardless of which portal through which you enter, your position postings will be viewable to all students in all majors at Ohio State.

NAVIGATE THE HOMEPAGE – Home tab

- View announcements and observe system alerts.
- Quickly advance to other sections of Buckeye Careers Network (BCN) using shortcuts
- Send feedback to the Buckeye Careers Network manager
- If you have recruiting relationships with other colleges that participate in Buckeye Careers Network, use the Jump To feature at the top of your screen to seamlessly move into those other systems

MANAGE YOUR ACCOUNT – Account tab

- Edit your contact information.
- Manage system access by changing your password.
- View instructions and help documentation in the Document Library.

MANAGE IMPORTANT DATES AND PERSONAL EVENTS – Calendar tab

- Browse upcoming events by day, week, month, or year
- View BCN event postings as well as maintain your own personal event calendar

BUILD A COMPANY PROFILE – Profile tab

- Add information related to industry, products/services, and awards/accomplishments
- Identify and explain your company culture, including uploading a logo or company branding image
- Make your contact information viewable to students, or add additional student viewable contacts within your company who may not need to be tied to position postings in the system

POST A POSITION AND REVIEW APPLICATIONS – Post a Position tab

- Click the “Add New” button to post a position to the system and submit for approval
- Choose “Deactivate” to remove a position from student view prior to its expiration date
- View who has applied to each position you’ve posted by clicking on “Applicant Resumes”
- View your previously posted system jobs
- Download and save applicant resume packets
**SEARCH FOR STUDENTS– Resume Books tab**

This is not a default service upon registering. To request access to resume books, email careerquestions@osu.edu.

- Find students based on academic criteria such as class level, major, and GPA
- Email students directly about opportunities with your company or organization

**COME RECRUIT ON OHIO STATE’S CAMPUS – On-campus Recruiting (OCR) tab**

This is not a default service upon registering. To request access to on-campus recruiting, contact careerquestions@osu.edu.

- Request a schedule for interview and recruitment time at Ohio State
- Post positions for which you will be recruiting during your on-campus time
- View applicants to OCR positions and accept/decline interview candidates
- Recruiting schedules must be approved by a sponsoring office; you may be contacted for further info

**I HIRED A BUCKEYE – Hire a Student? tab**

- Click “Add New” to report hiring an Ohio State student or alumnus for an internship or for employment

**ATTEND AN EVENT AT OHIO STATE – Events tab**

- View and register for select career fairs or request to hold an information session on campus

*Not all career fairs use BCN to capture registrations. Be sure to review [http://careers.osu.edu](http://careers.osu.edu) for a current list of career fairs held during the academic year across campus.*

**CONTACT INFORMATION**

Megan Miller  
Resource Developer & Systems Manager  
Buckeye Careers  
The Ohio State University  
Office of Student Life  
Rm 210C Youkin Success Center  
1640 Neil Ave.  
Columbus, OH 43201  
e: miller.5587@osu.edu  
p: 614.292.1255  
f: 614.688.5430

---

The Buckeye Careers Network is Ohio State’s university-wide online resource to connect currently enrolled students with employers for jobs, internships, co-ops, and career opportunities. Buckeye Careers Network is part of the Buckeye Careers program that offers career development, support and resources - from selecting a major to starting a career - for all Ohio State students.

_Last updated 8/11/14_