Blugold CareerLink: Job Postings

Instructions

How to post a new job:

1) Login to Blugold Careerlink (referred to as BCL) at https://www.myinterface.com/uwec/employer/
2) Hover pointer over “My Jobs” tab on the top menu bar. Click on “New Job” on the drop down menu.
3) Fill out the Position Information Section/Contact Information Section.
4) Fill out the Posting Information section.
   a. Position location must be formatted as “City, State Abbreviation” (Eau Claire, WI)
   b. Position type is the type of job the specific posting is about.
   c. Majors are majors you feel are most qualified for the position. If it is a general position choose “Any Major” to include all majors.
   d. Select “Yes” to allow students to submit their application documents directly through BCL. You will receive an email containing a link to the documents
   e. Allowing students to apply through BCL will let students to submit their application documents to you through BCL. If you only want them submitted through your website or email, select no. If you are planning on interviewing on-campus it is recommended you select yes.

Your job is now posted. If you have more than one position to post, repeat these steps for each position.

How to re-post a previously posted job:

1) Login to Blugold Careerlink (referred to as BCL) at https://www.myinterface.com/uwec/employer/
2) Hover pointer over “My Jobs” tab on the top menu bar. Click on “Job List” on the drop down menu.
3) Click the position you want to copy.
4) On the left hand navigation select “Copy Job”. Then click “Ok” on the “Copy this record as a new job?” prompt.
5) Edit any information you need to change with the “[Edit]” button on the right hand side of the posting information.