



Wartburg College Employer User Guide

<http://www.wartburg.edu/careers/>

Welcome to **KnightLink**, your complete source for recruiting internship, part-time, full-time and volunteer students and alumni from Wartburg College.

Accessing the Site:

Go to <http://www.wartburg.edu/careers/> - Click on "Campus Recruitment Information" - First-time users need to register by clicking on "Register for KnightLink" and complete the required fields.

PROFILE

- Create company overview
- Add organization website
- Provide information about:
 - Organization culture
 - Products & services
 - Website information
 - Recruiting literature

JOB

- Post FT/PT & Internship Positions
- Post Volunteer Opportunities
- Review Applicants' Resumes
- Post Full/PT & Internships to Multiple Schools (fee)
- Review Archived Postings

RESUME BOOKS

Contact the Internship Center or Career Services to request resumes for your individual hiring needs.

EVENTS

Opportunities to Schedule:

- Information sessions to highlight organization
- Information tables in the Student Center
- Graduate school information tables in the Student Center

QUICK LINKS

- Post jobs/internships/volunteer opportunities for Wartburg students (free)
- Post jobs/internships to multi-school listings (fee)
- Schedule information sessions at Wartburg
- Plus much more...

ACCOUNT

- Complete/edit your contact information
- Change your password

ON-CAMPUS RECRUITING

Complete the form to schedule your next on-campus recruiting visit.

CONTACTS

- Internships: Jo Dorrance (319) 352-8698
- Career Services: Derek Solheim (319) 352-8425
- Volunteer Opportunities: Renee Sedlacek (319) 352 8709
- Campus Employment: Shelley Hulsing (319) 352-8350

