



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 in Waverly, Iowa.

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.

The screenshot shows the KnightLink website interface. The top navigation bar includes links for home, account, calendar, profile, jobs, resume books, and Events. The main content area is divided into sections: announcements, quick links, alerts, and events. A calendar for August 2008 is visible on the right side. The interface is designed to help employers manage their recruitment efforts through the website.

PROFILE

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

JOBS

- Post FT/PT & internship positions
- Post volunteer opportunities
- Review applicants' resumes
- Post FT/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

ACCOUNT

- Complete/edit your contact information
- Change your password

ON-CAMPUS RECRUITING

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

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...

CONTACTS

<ul style="list-style-type: none"> • Internships: Jo Dorrance (319) 352-8698 • Career Services: Derek Solheim (319) 352-8425 	<ul style="list-style-type: none"> • Volunteer Opportunities: Renee Sedlacek (319) 352 8709 • Campus Employment: (319) 352-8350
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