



Employer User Guide

LUworks has many helpful uses for employers who are looking for strong candidates! You may use the site to:

- Post full, part-time and summer jobs and internships – FREE!
- Search for students based on specific backgrounds, majors, or skills!
- Receive “On-Line Application” directly from LUworks Students, with their current resumes attached!

For easy access to the website, go to:

http://www.lawrence.edu/dept/student_dean/career/login_options.shtml

Click on “LUworks Employer Login” logo.



OR

For direct access, use the following website: <https://www.myinterfase.com/lawrence/employer>

LAWRENCE UNIVERSITY
APPLETON, WISCONSIN
Career assistance for every LU student and alum

LUworks
Career Center 920-832-6561

Employer Login


Welcome to LUworks, Lawrence University Career Center's online gateway for career assistance.

- **Registered Employers:** Enter your username and password below and click LOGIN.
- **New Employers:** If you have NOT registered with this site before, use the [Click Here to Register](#) link below to create a new account. (For detailed registration information, please see the [Employer User Guide](#).)

Important:

- **Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should disable any popup blocker when using this site.**

For further assistance, please contact the Career Center at (920) 832-6561.



Username (Email):

Password:

[Click here to register!](#)

[Forgot your password?](#)

NEW USERS - REGISTRATION

- If you are not a current user, click on **“Click here to Register!”** and follow the directions on that page. Search for your Organization and select; if it you can't find it, click on Can't Find Your Organization.

Registration » Organization

Begin by typing the name of your organization/company in the **Find Your Organization** search field.

- If your organization/company **name is listed**
 - check the box next to your organization/company name
 - click the **Continue** button
- If your organization/company **name is NOT listed**
 - click **'Can't Find Your Organization'** to complete a new registration

Find Your Organization:

Enter your organization name above.

Register

Employer Information

*Organization Name:

Location:

Website:

Employer Category:

Address Line 1:

Address Line 2:

City:

- Complete all sections. Required fields are marked with an asterisk (*).
- Click on the “Register” button.

NOTE: Once you have registered, your account and any position(s) you have posted will be in pending status for review by a Career Services staff member. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact Career Services at (920) 832-6561.

EXISTING USERS

- Enter your Username and Password.
- Click on Login.

UPDATE MY PROFILE

- To update Employer Information, click on “My Profile” and then [Edit]. Make changes and click on SAVE to complete the changes.
- To update Contact Information, click on [Edit]. After making changes, click on SAVE to complete changes.

UNIVERSITY

CV student and alum

LUworks
Career Center 920-832-6561

Student Search My Jobs Career Events Sign Out

Profile View Employer Information Contact Information

Employer Information [\[Edit\]](#)

Please review your profile below. Click on the [Edit] link in any section to make changes.

*Organization Name: CSO Research, Inc
 Branch/Division: Austin, TX
 Website: http://www.csoresearch.com
 *Industry:
 *Internships Offered:

CREATE A NEW JOB OR INTERNSHIP

- Click on New Job. Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete.
- In the field, "Application Instructions," enter the procedure in which a potential employee may apply for this position. Click on SAVE to update this information.
- Under the Posting Information section, there are two fields that you need to review. In "Show Contact Information," if you select "No", your contact information will not be available to potential employees. If you select Yes in "Allow Online Referrals," students can submit their resume to you via this system (i.e., you will receive email notification of students' job or internship application and be able to view resumes on-line).



MAKE CHANGES TO CURRENT JOBS

There are several sections (Position Information, Contact Information and Posting Information) that you may update. To make changes to any of them, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.



To Repost the same position, click on [Copy Job] and then edit the Post and Expiration dates.

NOTE: Once you add a job or internship or make changes to a current position, this information will be reviewed by a Career Services employee before it is posted.

STUDENT SEARCH



- Select "Student Search." Choose your criteria and click on SEARCH. To choose multiple criteria within the same category, hold down the CTRL Key.
- To view all available students, do not select any criteria and just click SEARCH.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email.

REGISTER FOR A CAREER EVENT



- Click on the Career Events menu. You will see a list of all current Career Events (information sessions/tables, on-campus recruiting).
- To view details or register, click on the Career Event's name, then fill out your.

NOTE: Career Services will e-mail you to confirm your registration. If you need to make changes to your profile after your registration has been confirmed, please contact Career Services directly.


20 PRIVATE COLLEGES

If you are interested in posting with all 20 Wisconsin private colleges, please see www.wipccc.org and click on “Employers”.



The website details information on posting a job and attending our annual job fair – WorkForce – which takes place every February at Marquette University. We typically host over 100 employers and 1000 students from across the state. If you would like more information on it, please e-mail WIPCCC directly at info@wipccc.org.

WIPCCC FOR EMPLOYERS
Your Private College Connection



Employers Navigation

- WIPCCC Jobs
- WorkForce Career/Internship Fair
- College To Work: Hire Interns
- Directory of Career Services Staff
- Privacy of Information

WORKFORCE CAREER & INTERNSHIP FAIR

Join us for the 21th Anniversary of Wisconsin's Premier Career and Internship Fair – Twenty-one years of recruiting TOP TALENT!

Since 1991, Wisconsin's 20 private and independent colleges have joined together to give employers a yearly opportunity to meet college students and recent graduates who are seeking internship and professional careers. Take advantage of this terrific opportunity to meet 1,000+ highly qualified candidates.


Date: Thursday, February 16, 2012
Time: 4 p.m. – 8 p.m.
Place: Marquette University, Alumni Memorial Union, Milwaukee, WI

REGISTER FOR WORKFORCE

Corporate Employers
Registration Rates, Sponsorship Opportunities & Early Bird Pricing

Non-Profit, Government and Graduate / Professional Schools
Registration Rates

Additional Workforce Career & Internship Fair Resources
 General Information for WorkForce
 Online Registration Instructions
 WorkForce Career & Internship Fair Policies
 Mailing Instructions for Employer Displays & Loading Dock Information
 Visitor Information



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