Offering Positions via the Database

The EdCareers Database, EdCareers online job bank and web based recruiting system, provides employers with the opportunity to accumulate applications and offer positions online via the Database.

Benefits to Accumulating Applications Online

- Provides an easily accessible space for you to view resumes/cover letters of all applicants
- Allows you to rank applicant resumes
- Enables you to offer your position via the Database

How to Accumulate Online

- When you post a position select "Accumulate Online" and "Email" under the "Application Process" section.
  - You must select both in order to receive an email notification when a student or alumni applies to the position.

Benefits of Offering your Position via the Database:

- Provides an easy one-stop place for you to keep track of your offers.
- For Internships – Triggers the required Internship Agreement on the student’s interface, giving students quick access to the document and a place to store it.

How to Make an Offer

1. When a student applies you will receive an email notification with the student’s resume and other requested documents attached.
2. Review applicant resumes and interview those of interest to you.
3. Once you are ready to make an offer, log onto the EdCareers Database and select “View Applicants” (under “Shortcuts” on the right hand side of the homepage).
4. Click the “Offer Position” button next to the applicant you’d like to hire.
5. You will receive an email notification when the student accepts or declines the offer.