

# Career Development Center

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## SNHU Recruit – Employer Help Guide – First Time Users

1. On the internet go to <http://snhu.erecruiting.com/er/security/login.jsp>.
2. At the Southern New Hampshire University log in page click on **Employers log in here**

3. At the next SNHU Log-in page click on **Create an Account**

4. On the Create an Account page enter your email address, then click **Submit**

### Create an Account

#### Step 1: Enter your email address

The first step to creating your account is to enter your email address.

\* **Email Address/Username:**

This email address will be used to send important information regarding your jobs and applicants. Please use a valid personal email account and not a general shared account such as: hr@company.com.

[Submit](#)

#### Career Center Info

Contact the career center with any questions.

Phone: 603-645-9630  
[Email the Career Center](#)

- On the next Create an Account page enter all the pertinent information. Fields denoted with a red asterisk \* are required fields. Once you have completed the screen click on [Submit](#)
- Your home page will then appear. At this screen you can either click Post a Job or Request to Link

experience PRODUCTS MANAGE JOBS CANDIDATE SEARCH HELP MY ACCOUNT MY ORDER LOGOUT

↓ Open

RECRUITING STUDENTS AND ALUMNI IS A UNIQUELY CHALLENGING TASK. "GEN Y" IS DIFFERENT. WE KNOW GEN Y.

[Post a Job](#)

Whether you're targeting students or alumni, our tools help you to pinpoint the best candidates quickly and easily.

- Access to Top Gen Y Talent**  
Candidates from colleges, universities and professional organizations nationwide.
- One Stop Shopping**  
A single recruiting resource to target one school or hundreds of schools nationwide.
- Professional Services**  
The best on-line services to help optimize your sourcing Experience.

More Solutions: [Brand & Target](#)

MY EXPERIENCE DASHBOARD

Current Services:  
No Active Subscriptions

- [Active Jobs](#) (0)
- [Saved Jobs](#) (0)
- [Pending Purchased Jobs](#) (0)
- [Job Packs](#) (0 jobs )

MANAGE MY SCHOOLS

- [Request to Link](#)
- [Register for Career Fairs](#)

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experience

- If you click on Post a Job the following screen will appear. Here you can choose to post with Experience (will be charged for this, even if you only post with one school), or post directly with Southern New Hampshire University (no cost).

**Which Solution is Right for Me?**

**Post to the Experience Network**

- Post immediately to one or many schools and organizations nationwide
- Daily refreshing brings your job to the top of search results
- Flexible to buy job packs and save money
- Add logos and links, and detailed targeting criteria

**OR**

**Request a Link**

- Work directly with your favorite University Career Centers
- Unlimited no cost access to your linked schools
- Request new links to schools you want to target
- Search your linked schools' resume books

Buttons: **Post to Experience**, **Link Your School Account**, **Cancel**

8. If you choose to Request a Link from step 6 or Link Your School Account from step 7, the following screen will appear. Choose Southern New Hampshire University from the School Name drop down menu and click on Request Access.

## Link Your School Account

### Select School to Link

To link a new school, please select the school from the list below and then either Request Access, or enter the school-supplied key. You may also [contact your specific school](#) to talk directly with the career center.

School Name:

choose one...

**Request Access**

Or, enter the school key if you have been provided this information by the school.

**Link School**

[Why should I link to a school?](#)

[How do I link to a school?](#)

[What if my school is not listed?](#)

9. At the Request Access to Southern New Hampshire Univ screen fill in the Message to Career Center box letting us know what type of positions you would like to post with us. Then click Send.

**Create an Employer Account**

## Request Access to Southern New Hampshire Univ

To request access to Southern New Hampshire Univ, send a personalized request by filling out the form below.

**To:**

Southern New Hampshire Univ

**From:**

p.gamelin@nhu.edu

**Message to the Career Center (optional):**

Once your request has been accepted, you will be able to post a job and search resume books.

[Send](#) [Cancel](#)

**Career Center Info**

You may also contact the Career Center directly to request access.

Phone: 603-645-9633  
Email the Career Center

10. The following screen will appear.

### Request Access to Southern New Hampshire Univ

 **Confirmation**

Your request to link to Southern New Hampshire Univ has been sent and is pending. An email will be sent to you if your request is accepted, or you can return here to see the status of your request.


#### Have an Immediate Need?





While your request is being approved, post a job to the Experience Network and target candidates from hundreds of schools across the country. You'll be able to target by school, geographic location, or broaden your reach to all 3,800 schools in our network.


[Start Now](#)

#### Improve Your Recruiting

 [Request Another School Link](#)

 [Manage My Jobs](#)

 [Brand or Target Your Job](#)

 [Register for a Career Fair](#)

[Back To Homepage](#)

11. Within 24 hours (barring weekends) you will receive two emails confirming your account has been set up. The first email will be from Experience and this will include your Username and Password, and a link to the Experience log-in page. The second email will be from Southern New Hampshire University with a link to the SNHU Recruit log-in

page. From either log-in page you will enter your Username and Password and click Login or Sign In.

- 12.** After your initial account set-up the fastest way to link to SNHU Recruit is from this URL: <http://snhu.erecruiting.com/er/security/login.jsp>. Each time you log in your home page will appear. From your home page either click on Post a Job or click Southern New Hampshire University to add/update/delete jobs or to see information about SNHU and our students.

Please note: Experience does allow employers to link to multiple schools from one account. To do this you will need to register directly with Experience and there is a fee.