

## Employer Registration Process NEOintern.net 2008

### Getting Started (See figure 1)

1. Once you have received an invitation to join NEOintern.net, follow the link located at the bottom of the e-mail to create a username and password.

Let me know if you need anything else.

Thanks,  
Halley

Click the link below to get started!  
[http://NEOintern.erecruiting.com/emp/enter\\_email?key=2840804935](http://NEOintern.erecruiting.com/emp/enter_email?key=2840804935)

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(Figure 1)

### Step 1: Enter Your E-mail Address (See figure 2)

1. Type your e-mail address in the text box under the "E-mail Address/username" section.
2. Then click the "Submit" button.

Create an Account

**Step 1: Enter your email address**

The first step to creating your account is to enter your email a

\* Email Address/Username:  
halleystith@gmail.com

This email address will be used to send important information and applicants. Please use a valid personal email account and account email as: hr@company.com.

Submit

(Figure 2)

### Step 2: Enter your Account Information (See figure 3)

1. Under the "Log in Information" section type your password in the text box labeled "Password" and "Retype Password."
2. Then fill in the required information under the "Personal Information" section.
3. Then click the "Submit" button at the bottom of the page.

Create an Account

**Step 2: Enter Your Account Information**

This quick, one-time process is required to access the system.

Log in Information

Email Address:  
cceyouth@gmail.com

\* Password:  
[Text Box]

\* Retype Password:  
[Text Box]

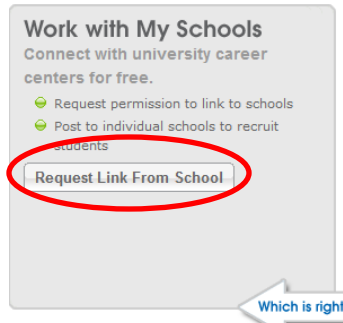
Personal Information

\* First Name:  
[Text Box]

(Figure 3)

### Step 3: Linking to Schools (See figure 4)

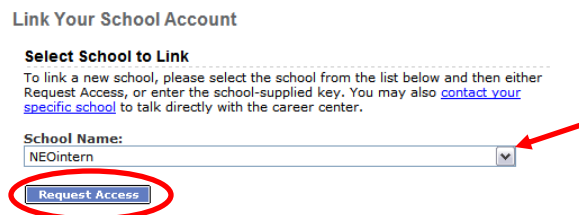
1. Once you have completed Step 2, a new page will appear. On this page you will need to request a link from schools by clicking the "Request Link from School" button under the "Work with MY Schools" section.



(Figure 4)

### Step 4: Requesting a Link to a School (See figure 5)

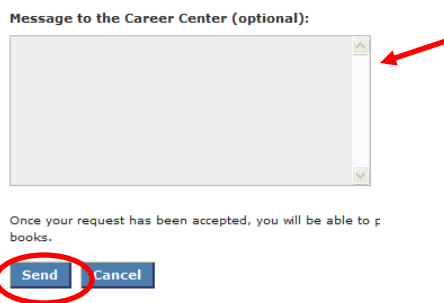
1. After clicking the "Request Link From School" button, a new page will open. On this page you will be able to request a link from a school by selecting the school from the drop-down box.
2. Start by selecting NEOintern as your first school.
  - a. You will be able to add more schools later.
3. Once you made a selection, click the "Request Access" button.



(Figure 5)

### Step 5: Sending a Personalized Request (See figure 6)

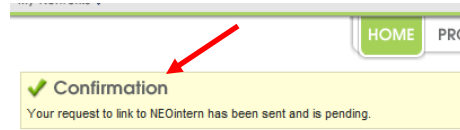
1. Once you click the "Request Access" button, a new page will appear.
2. On this page you will be able to send a personalized request to a school by typing your message in the text box under the "Message to the Career Center" section.
3. Once you have typed your message, click the "Send" button at the bottom of the page.



(Figure 6)

**Step 6: Confirmation** (See figure 7)

1. Once you send your request you will see a confirmation page.
2. Then you will need to wait to receive a confirmation e-mail.



(Figure 7)

**Step 7: The Confirmation E-mail** (See Figure 8)

1. Once approved, you will receive an email. The hyperlink in the e-mail will take you to the NEOintern.net page where you can log in.

The system will allow you to post jobs and/or internships, search resume books, review and accept job events, communicate with candidates and keep in touch with us.

Please bookmark NEOintern Employer Login Page <http://neointern.recruiting.com> for future reference.

(Figure 8)

**Step 8: Logging In** (See figure 9)

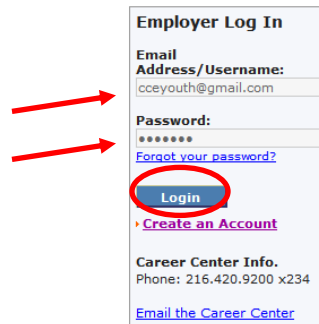
1. After following the hyperlink in the previous step, the log in page will appear.
2. To log in, click the "employers log in here" link under the "Employers" box at the right of the page.



(Figure 9)

**Step 9: Logging In** (See Figure 10)

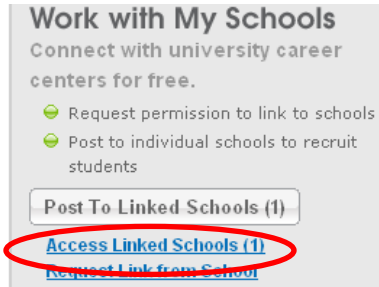
1. After following the "employers log in here" link, you will need to enter your E-mail address/Username and Password in the appropriate text boxes located in the "Employer Log In" section at the right of the page.
2. Once you have typed your e-mail address/username and password, click the "Login" button to continue.



(Figure 10)

**Step 10: Accessing Linked Schools** (See figure 11)

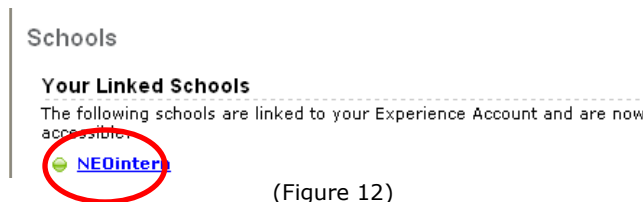
1. To access the schools you are linked to, click the "Access Linked Schools" link under the "Work with My Schools" section.
2. After following the "Access Linked Schools" link, click on the "NEOintern" link under the "Your Linked Schools" section.



(Figure 11)

**Step 11: Selecting a School to Access** (See figure 12)

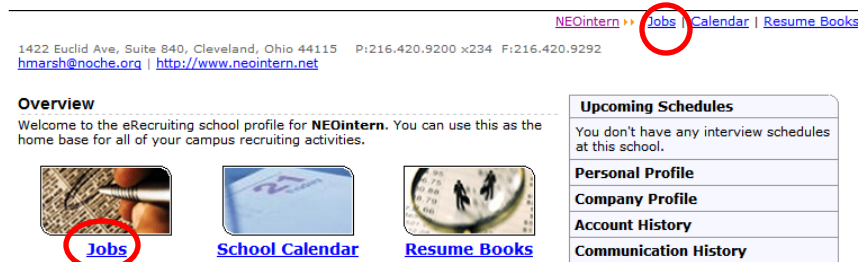
1. Click the "NEOintern" link located under the "Your Linked Schools" section.



(Figure 12)

**Step 12: Creating a Job Posting** (See Figure 13)

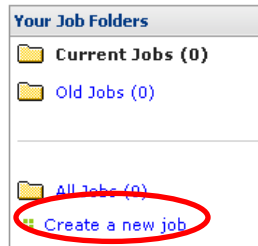
1. After following the "NEOintern" link in the previous step, you will come to a new page.
2. To post a job/internship, you must click either of the "Jobs" links.



(Figure 13)

### Step 13: Posting a Job (See figure 14)

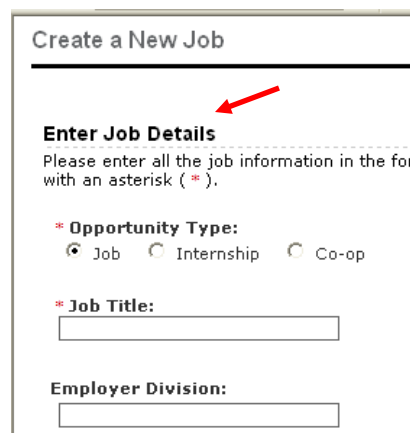
1. After following the "Jobs" link in the previous step, a new page will appear.
2. To post a new job, you must click the "Create a new job" link under the "Your Job Folders" section.



(Figure 14)

### Step 14: Creating a New Job Posting (See figure 15)

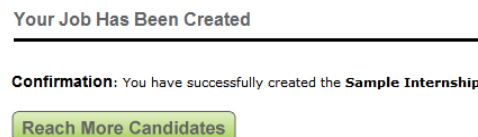
1. After following the "Create a new job" link in the previous step, a new page will appear.
2. Complete all required fields under the "Enter Job Details" section.
3. Click the "Save" button at the bottom of the page to continue.

A screenshot of a web form titled "Create a New Job". The form has a section titled "Enter Job Details" which is highlighted by a red arrow. Below this section, there is a text prompt: "Please enter all the job information in the form with an asterisk (\*).". There are three required fields: "\* Opportunity Type:" with radio buttons for "Job", "Internship", and "Co-op"; "\* Job Title:" with a text input field; and "Employer Division:" with a text input field.

(Figure 15)

### Step 15: Job Posting Confirmation (See figure 16)

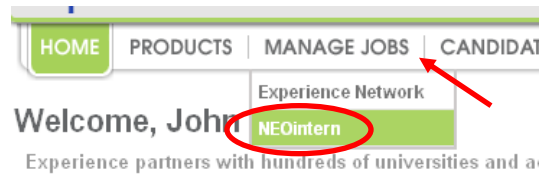
1. Once you have saved your job posting, a confirmation page will open.



(Figure 16)

**Step 16: Managing Posted Jobs** (See figure 17)

1. To manage jobs you have already posted, scroll over the "MANAGE JOBS" tab and click the "NEOintern" tab that will drop down
- 2.



(Figure 17)

**Step 17: Selecting a Job to Edit** (See figure 18)

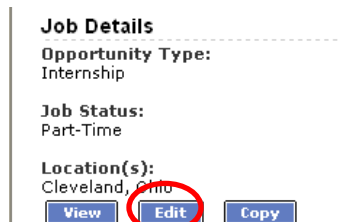
1. Once you click the "NEOintern" tab in the previous step, a new page will appear.
2. To select a job to edit, click the link to the job you wish to edit in the "Current Jobs" section.



(Figure 18)

**Step 18: Editing a Job Posting** (See figure 19)

1. After selecting the job you wish to edit, a new page will open.
2. To edit your job posting, click the "Edit" button under the "Job Details" section.
3. When editing your job, repeat Step 14.



(Figure 19)