

### THE OHIO STATE UNIVERSITY

COLLEGE OF VETERINARY MEDICINE

### Post A Job

A How-To Guide for Employers

**Questions?** 

Contact The Office of Career Management & Professional Development cvmcareers@osu.edu

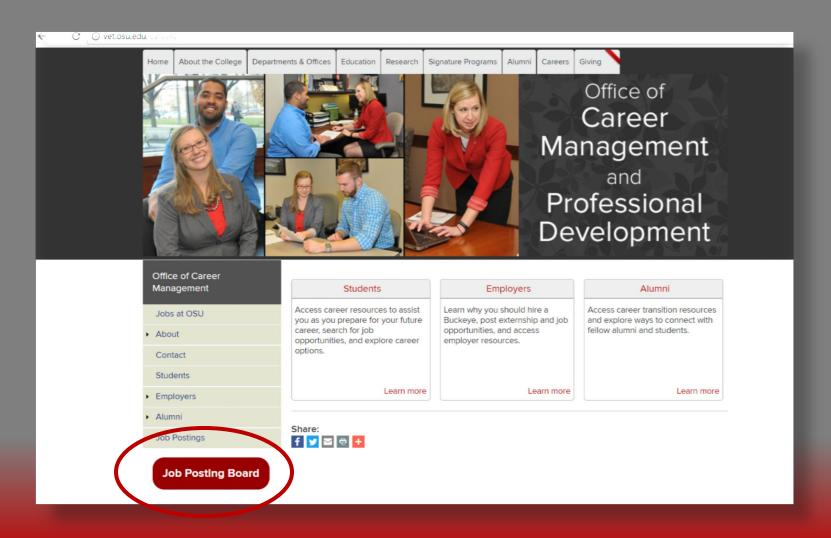
# Find The Right Candidate For Your Opportunity

- Full Time Employment
- Part Time Employment
- Summer Employment
- Internships
- Externships
- Consulting Positions
- Relief Positions

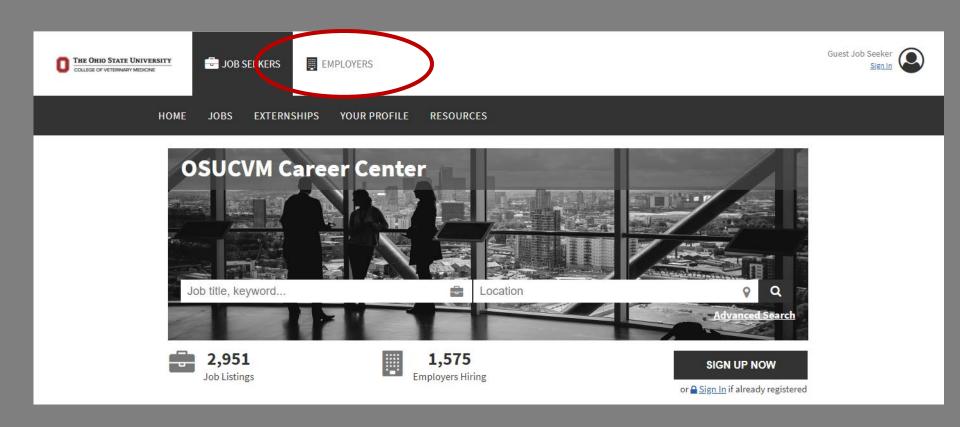


# To Create Your Account

1. Visit <a href="www.vet.osu.edu/careers">www.vet.osu.edu/careers</a> for a direct link and more employer resources



### 2. Once in the Career Center, Click "Employers."



### 3. Click the "Register Now" button. If already registered, you can sign in.



#### **OSUCVM Career Center Account Benefits**



Post Jobs Online Quickly and Easily



Manage Applications



Search Resumes



Set Up an Email Resume Alert



We're a Member of the Veterinary Career Network

Need even more reasons to create an Company account with OSUCVM Career Center?

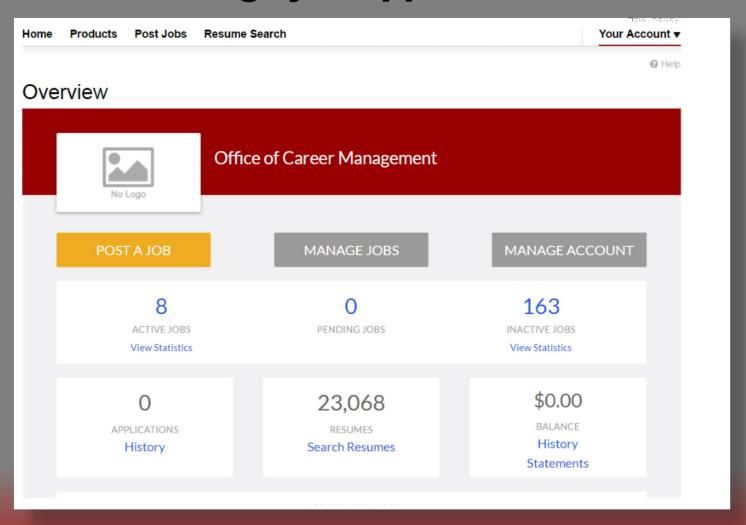
**REGISTER NOW** 

or a Sign In

# 4. You will create a company profile by completing the Company Registration:

| Home Products Post Jobs Resume Search  | Your Account          |
|--|-----------------------|
|  | Н                     |
| Company Registration   |                       |
| Account Info   | Contact Info Finished |
| Fields marked * are required   |                       |
| Please note that an active job posting package is required for full resume database access. Click here to view our products and ra | ites.                 |
| * First Name   |                       |
|  |                       |
| * Last Name  |                       |
|  |                       |
| Job Title  |                       |
|  |                       |
| Phone  |                       |
|  |                       |
| Mobile Phone   |                       |
|  |                       |
| Time Zone  |                       |
| Eastern Standard Time GMT -5:00 ▼  |                       |
| * Email  |                       |

## 5. Once you have registered, you can post and manage job opportunities.



### There are several important features of the Career Center:

Products
Post Jobs
Externships
Resume Search

| THE OHIO STATE UNIVERSITY COLLEGE OF VETERINARY MEDICINE | OSUCVM Career Center Products and Rates |                  |              |             |               |            |
|--|---|------------------|--------------|-------------|---------------|------------|
|  | Member Price                            | Non-Member Price | Job Postings | Days Online | Resume Access | Use Within |
| Post your job with Ohio State<br>Veterinary Students!    | FREE                                    | FREE             | 1 Job        | 30 Days     | Yes           | 30 Days    |
| Externship 90 Day Online<br>Posting                      | FREE                                    | FREE             | 1 Job        | 90 Days     | No            | 90 Days    |
| 30 Day Nationwide Online Job<br>Posting                  | \$193                                   | \$249            | 1 Job        | 30 Days     | Yes           | 30 Days    |
| 60 Day Nationwide Online Job<br>Posting                  | \$309                                   | \$399            | 1 Job        | 60 Days     | Yes           | 60 Days    |
| 90 Day Nationwide Online Job<br>Posting                  | \$402                                   | \$527            | 1 Job        | 90 Days     | Yes           | 90 Days    |
| 3 Pack-30 Day Nationwide<br>Online Job Postings          | \$552                                   | \$712            | 3 Jobs       | 30 Days     | Yes           | 1 Year     |
| 5 Pack-30 Day Nationwide<br>Online Job Postings          | \$871                                   | \$1120           | 5 Jobs       | 30 Days     | Yes           | 1 Year     |
| 10 Pack-30 Day Nationwide<br>Online Job Postings         | \$1644                                  | \$2116           | 10 Jobs      | 30 Days     | Yes           | 1 Year     |
| Featured Job   | \$107                                   | \$107            |              | -           | -             | 1.         |
| Social Recruiting  | \$125                                   | \$125            |              |             |               |            |
| Digital Job Video presented by<br>Digi-Me                | \$200                                   | \$200            | -            | -           | -             | ,          |

 You can post with Ohio State College of Veterinary Medicine Students for <u>free</u>

 There are also several options to post nationwide on the Veterinary Career Network for a fee, listed on the products page. More products and enhancements are listed on the products page.

#### Create a New Job

### Manage Jobs

See active, pending, and inactive jobs

### **Manage Applications**

See who has viewed your job posting

#### **Job Statistics**

#### Resources

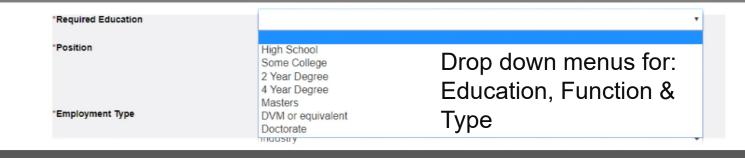
Internal Job Number:

- "Attract Top Talent"
- EEOC and Government Compliance Regulations

#### Career Center Job Seekers? Sign In and More Hello, Kelsey. Products Post Jobs Resume Search Your Account ▼ Home Post Jobs Manage Jobs Manage Applications Job Statistics Bulkpost Resources Create a New Job Fields marked with a + are required. Please review information regarding prohibited job postings Job Title:

### Create a New Job

| Fi | elds marked with a + are required. |   |  |
|----|------------------------------------|---|--|
| +  | Job Title:                         | Please review information regarding prohibited job postings |  |
|    | Internal Job Number:               |   |  |
|    |                                    |   |  |
| +  | Online Job Ad:                     | HTML Formatting is Available                                |  |
|    | Job Requirements:                  |   |  |



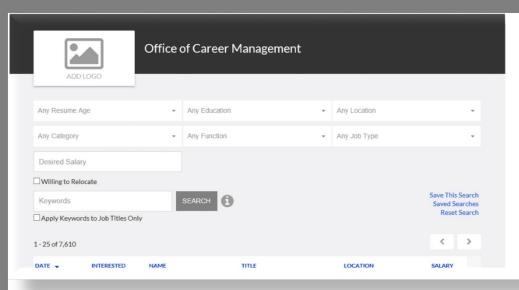
| *Position        |  |
|------------------|--|
| *Employment Type | Veterinarian Vet Tech / Nurse / Assistant Practice Manager Other Hospital Administrator Regional Director Medical Director |

| *Position          |   | *      |
|--------------------|---|--------|
| *Employment Type   | Non-Profit Associations Private Practice Food Supply Academia/Research Government/Military Industry       | -      |
| *Туре              | Hold the Ctrl key and click to select more than one. Please limit your selections to three(3) categories. | •      |
| Species            | Full Time Consultant Relief DVM Part Time Part Time or Full Time Internship Externship                    |        |
| *Experience Level  | ○ Less than one year ® One to seven years ○ More than seven years ○ Any experience level cons             | idered |
| Number of openings | Check this box if telecommuting is allowed.   |        |
| *Salary            | Enter a hourly, daily, weekly, monthly or yearly pay range i.e. \$xxx-\$xxx/(hour/day/week/month/year)    |        |

| *Туре                  |   | *  |
|------------------------|---|--|
| Species                | N/A Canine Feline Equine Bovine Ovine/Caprine   |  |
|                        | Hold the Ctrl key and click to select all species that are relevant to this job.  |  |
| Experience Level       | <ul> <li>Less than one year          <ul> <li>One to seven years</li> <li>More that</li> </ul> </li> <li>Check this box if telecommuting is allowed.</li> </ul> | an seven years O Any experience level considered   |
| Number of openings     |   |  |
| Salary                 | Enter a hourly, daily, weekly, monthly or yearly pay range i.e. Sxxx-Sxxx/(hou  | rr/day/week/month/year)  |
| Additional salary info |   |  |
| Relocation Costs       | ○ No Relocation ○ Paid ⑨ Negotiable   |  |
| *Country               | United States   | •  |
| *State/Province        | Select one  | •  |
| °City                  |   |  |
| ZIP/Postal Code        | N/A   |  |
|                        | To display the location of this job in a Google map at the bottom of your posti   | ing, please enter a valid United States ZIP code above.                                  |
| Display company as     |   | Note: Some employers have found that   |
| Confidentiality        | Make this a confidential posting.  This will suppress your company's name, profile, and logo.   | making their post confidential has resulted in less applicant interest. If you choose to |
| Send Applicants to     | An Email Address  Job Application URL   | make your post confidential, you can always change the settings at a later time.         |
|                        | Please enter the email address where applications for this job are to be sent.  | . This email address will not appear to job seekers.                                     |
| Search Words           |   |  |
|                        | I understand that the following types of postings are forbidden by law:  Any posting that requires U.S. citizenship or lawful permanent residence in            | the LLS as a condition of employment unless otherwise.                                   |
| *Government Compliance | Party producty that requires 0.0, classessing of familia permanent residence in   | and of the description of employment, united outsitiving                                 |

| State/Province        | Selectione   |  |  |  |  |
|-----------------------|--|--|--|--|--|
| City                  |  |  |  |  |  |
| ZIP/Postal Code       | N/A  |  |  |  |  |
|                       | To display the location of this job in a Google map at the bottom of your posting, please enter a valid United States ZIP code above.  |  |  |  |  |
| Display company as    |  |  |  |  |  |
| Confidentiality       | ☐ Make this a confidential posting.  This will suppress your company's name, profile, and logo.  |  |  |  |  |
| Send Applicants to    | An Email Address  Job Application URL  |  |  |  |  |
|                       | Please enter the email address where applications for this job are to be sent. This email address will not appear to job seekers.  |  |  |  |  |
| Search Words          |  |  |  |  |  |
| Government Compliance | I understand that the following types of postings are forbidden by law:  Any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.  Any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin. |  |  |  |  |
|                       | □ I agree  |  |  |  |  |
| Notes                 |  |  |  |  |  |
|                       | Max Length: 300   300 characters remaining   |  |  |  |  |
|                       | This field is for your reference only. It will not appear on the job.  |  |  |  |  |

Preview Job >



| • | UPDATED      | JOB TITLE                      | NAME               | LOCATION                | SALARY |
|---|--------------|--------------------------------|--------------------|-------------------------|--------|
| Ŕ | Sep 03, 2013 | Veterinary Assistant           | Cara Vecsera       | USA - AZ - Sahuarita    | 24,000 |
| 余 | Dec 17, 2013 | Veterinary Assistant           | Delisia Carr       | USA - TN - Clarksville  | 25,000 |
| 兪 | Sep 05, 2013 | Veterinary Assistant           | Matt Hicks         | USA - IL - Deerfield    |        |
| 兪 | Feb 26, 2014 | Veterinary Assistant           | katrina hill       | USA - GA - McDonough    | 25,000 |
| Ŕ | Feb 09, 2014 | Veterinary Technician          | Kelli Wheat        | USA - FL - Ocala        |        |
| 全 | Aug 25, 2013 | Veterinary Assistant           | Christopher Wimmer | USA - IL - McHenry      |        |
| 全 | Sep 10, 2013 | Veterinary Assistant           | Rickale Sweeney    | USA - FL - Orlando      | 10,000 |
| 兪 | Jul 23, 2013 | Veterinary Assistant           | Elaina Rossi       | USA - CT - Clinton      | -      |
| ŵ | Mar 06, 2014 | Veterinary Assistant           | Larissa Jones      | USA - NC - Nashville    |        |
| 全 | Oct 07, 2013 | Veterinarian                   | Thomas Windham     | USA - AL - Ariton       | -      |
| ŵ | Feb 18, 2014 | Veterinarian                   | Ashley Mays        | USA - TN - Knoxville    |        |
| 兪 | Feb 21, 2014 | Veterinarian                   | Ashley Mays        | USA - TN - Knoxville    | -      |
| 兪 | Mar 25, 2014 | Veterinarian                   | Casey Kersten      | USA - NC - Asheville    | -      |
| Ŕ | Jul 02, 2013 | Veterinary Assistant           | Alexis Lawer       | USA - OH - Parma        | 16,000 |
| 全 | Mar 13, 2014 | Veterinary Assistant           | Lynda Murphy       | USA - OK - Norman       | 23,000 |
| è | Jun 27, 2013 | Veterinary Assistant           | Sarah A.           | USA - PA - Centerville  | -      |
| Ŕ | Sep 25, 2013 | Veterinary Technician          | Elisabeth Morgan   | USA - CO - Peyton       | 28,000 |
| ÷ | Sep 25, 2013 | Certified Veterinary Assistant | Alexis Childress   | USA - SC - Myrtle Beach | 17,000 |
| ŵ | Dec 12, 2013 | Veterinary Assistant           | Katie Parton       | USA - GA - Conyers      | 12,000 |
| ŵ | Mar 11, 2014 | Veterinary assistant           | Syed Zia           | PAK - Peshawar          | -      |
| è | Mar 03, 2014 | Veterinary Assistant           | Jennifer Krumwiede | USA - GA - Douglasville |        |

- You will only have access to Ohio
   State's resumes if you post for free
- Keyword Search
- Drop-down menus for education level, location, category, function, job type, and age of resume (how recently it was posted)

### Other Resources Offered for Employers

- How to Create Effective Job Descriptions
- Salary/Compensation Statistics
- Programs and Events
  - Externship Expo (October)
  - Networking & Coaching Opportunities

