The Online Career Center

A How-To Guide for Employers

Questions? Contact The Office of Career Management & Professional Development
(614) 292-7227
cvmcareers@osu.edu
FIND THE RIGHT CANDIDATE FOR YOUR JOB OPPORTUNITY

With the Career Center, you can post:

- Full Time Employment
- Part Time Employment
- Summer Employment
- Internships
- Externships
- Consulting Positions
- Relief Positions
1. Visit [http://osuvetjobs.org](http://osuvetjobs.org). You can get to the site directly or visit [www.vet.osu.edu/careers](http://www.vet.osu.edu/careers) for a direct link and more employer resources.
3. Once in the Career Center, Click “Employers? Post Jobs and More” located at the top of the page.
4. To create your account, click the “Register Now” button. If already registered, you can sign in.
5. You will create a company profile by completing the Company Registration:

Company Registration

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 rates.

* First Name

* Last Name

Job Title

Phone

Mobile Phone

Time Zone

Eastern Standard Time GMT -5:00

* Email
6. Once you have registered, you can post and manage job opportunities.
There are several important features of the Career Center:

1. Products
2. Post Jobs
3. Externships
4. Resume Search
You can post with Ohio State College of Veterinary Medicine Students for **free**

- **30 Day Nationwide Online Job Posting**
  - Listing will appear on VCN partner sites
  - Automatic Job Alerts Included: Email alerts with your posting are sent to active and passive job seekers who want to hear about new job openings that meet their needs
  - Resume database access is included with active job postings
  - Member: $184.00
  - Non-Member: $237.00

- **60 Day Nationwide Online Job Posting**
  - Listing will appear on VCN partner sites
  - Automatic Job Alerts Included: Email alerts with your posting are sent to active and passive job seekers who want to hear about new job openings that meet their needs
  - Resume database access is included with active job postings
  - Member: $294.00
  - Non-Member: $380.00

- **90 Day Nationwide Online Job Posting**
  - Listing will appear on VCN partner sites
  - Automatic Job Alerts Included: Email alerts with your posting are sent to active and passive job seekers who want to hear about new job openings that meet their needs
  - Resume database access is included with active job postings
  - Member: $383.00
  - Non-Member: $592.00

- **Externship 90 Day Online Posting**
  - Listing will appear on VCN partner sites
  - Free

- **3 Pack - 30 Day Nationwide Online Job Postings**
  - Listing will appear on VCN partner sites
  - Automatic Job Alerts Included: Email alerts with your posting are sent to active and passive job seekers who want to hear about new job openings that meet their needs
  - Resume database access is included with active job postings
  - All jobs must be posted within one year of package purchase
  - Member: $526.00
  - Non-Member: $678.00

- **5 Pack - 30 Day Nationwide Online Job Postings**
  - Listing will appear on VCN partner sites

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.
POST JOBS

- Create a New Job
- Manage Jobs
  - See active, pending, and inactive jobs
- Manage Applications
  - See who has viewed your job posting
- Job Statistics
- Bulkpost
  - For multiple job postings (not for everyone)
- Resources
  - “Attract Top Talent”
  - EEOC and Government Compliance Regulations

Career Center

Create a New Job

Fields marked with a + are required.

Job Title:

Internal Job Number:

Please review information regarding prohibited job postings
Create a New Job

Fields marked with a + are required.

+ Job Title:

+ Internal Job Number:

Please review information regarding prohibited job postings

HTML Formatting is Available

Online Job Ad:

Job Requirements:
Drop down menus for:
Education, Function &
Type

- **Required Education:**
  - High School
  - Some College
  - 2 Year Degree
  - 4 Year Degree
  - Masters
  - DVM or equivalent
  - Doctorate
  - Food Supply

- **Function:**
  - Veterinarian
  - Vet Tech/Assistant
  - Practice Manager
  - Other
  - Academia/Research
  - Government/Military
  - Hold the Ctrl key and click to select up to three.

- **Employment Type:**
  - Non-Profit Associations
  - Private Practice
  - Food Supply
  - Academia/Research
  - Government/Military
  - Hold the Ctrl key and click to select up to three.

- **Type:**
  - Full Time
  - Consultant
  - Relief DVM
  - Part Time
  - Part Time or Full Time
  - Internship
  - Externship

Species:
Species:

- Canine
- Feline
- Equine
- Bovine

Hold the Ctrl key and click to select all species that are relevant to this job.

Experience Level:

- Less than one year
- One to seven years
- More than seven years
- Any experience level considered

Check this box if telecommuting is allowed.

Number of openings:

Salary:

- [ ] Annual
- [ ] Hourly

(Numeric values only)

Additional salary info:

Relocation Costs:

- [ ] No Relocation
- [ ] Paid
- [ ] 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 posting, please enter a valid United States ZIP code.
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.

Save and Preview Job
You will only have access to Ohio State’s resumes if you post for free.

Keyword Search:
- Name
- Location
- School
- Job Title
OTHER RESOURCES FOR EMPLOYERS OFFERED BY THE OFFICE OF CAREER MANAGEMENT

- How to Create a Job Posting/Assistance with the Career Center
  - Salary/Compensation
  - Effective Job Descriptions
- Programs and Events
  - Homecoming Weekend Career Fair (October)
  - Networking Events
- Mentoring Opportunities
QUESTIONS?

Feel free to contact us:
cvmcareers@osu.edu or (614) 292-7227
We look forward to working with you!