



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 www.vet.osu.edu/careers for a direct link and more employer resources

The screenshot shows the website vet.osu.edu/careers. The top navigation bar includes links for Home, About the College, Departments & Offices, Education, Research, Signature Programs, Alumni, Careers, and Giving. A banner features the text "Office of Career Management and Professional Development" alongside images of staff members. Below the banner, there are three columns: "Students" (Access career resources to assist you as you prepare for your future career, search for job opportunities, and explore career options. [Learn more](#)), "Employers" (Learn why you should hire a Buckeye, post externship and job opportunities, and access employer resources. [Learn more](#)), and "Alumni" (Access career transition resources and explore ways to connect with fellow alumni and students. [Learn more](#)). A sidebar on the left lists "Office of Career Management" with sub-links: Jobs at OSU, About, Contact, Students, Employers, Alumni, and Job Postings. A red circle highlights a "Job Posting Board" button at the bottom of the sidebar. Below the sidebar, there is a "Share:" section with icons for Facebook, Twitter, Email, Print, and a plus sign for additional sharing options.

2. Once in the Career Center, Click “Employers.”

The screenshot displays the OSUCVM Career Center website. The top navigation bar includes the university logo, 'JOB SEEKERS', and 'EMPLOYERS' (highlighted with a red oval). A 'Guest Job Seeker' profile is visible in the top right. Below the navigation bar is a dark menu with 'HOME', 'JOBS', 'EXTERNSHIPS', 'YOUR PROFILE', and 'RESOURCES'. The main content area features a large banner with the text 'OSUCVM Career Center' and a search bar with fields for 'Job title, keyword...' and 'Location'. An 'Advanced Search' button is located to the right of the search bar. Below the banner, statistics show '2,951 Job Listings' and '1,575 Employers Hiring'. A 'SIGN UP NOW' button is present, with a link to 'Sign In' if already registered.

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JOB SEEKERS EMPLOYERS

Guest Job Seeker [Sign In](#)

HOME JOBS EXTERNSHIPS YOUR PROFILE RESOURCES

OSUCVM Career Center

Job title, keyword... Location [Advanced Search](#)

2,951
Job Listings

1,575
Employers Hiring

SIGN UP NOW
or [Sign In](#) if already registered

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 [Sign In](#)

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

Home Products Post Jobs Resume Search

Employers [Sign In](#)
Your Account ▼

Help

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 rates.

* **First Name**

* **Last Name**

Job Title

Phone

Mobile Phone

Time Zone

* **Email**

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

Home Products Post Jobs Resume Search Help: Kersey **Your Account** Help

Overview

 **Office of Career Management**

POST A JOB **MANAGE JOBS** **MANAGE ACCOUNT**

8 ACTIVE JOBS View Statistics	0 PENDING JOBS View Statistics	163 INACTIVE JOBS View Statistics
0 APPLICATIONS History	23,068 RESUMES Search Resumes	\$0.00 BALANCE History Statements

There are several important features of the Career Center:

Products
Post Jobs
Externships
Resume Search

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 Veterinary Students!	FREE	FREE	1 Job	30 Days	Yes	30 Days
Externship 90 Day Online Posting	FREE	FREE	1 Job	90 Days	No	90 Days
30 Day Nationwide Online Job Posting	\$193	\$249	1 Job	30 Days	Yes	30 Days
60 Day Nationwide Online Job Posting	\$309	\$399	1 Job	60 Days	Yes	60 Days
90 Day Nationwide Online Job Posting	\$402	\$527	1 Job	90 Days	Yes	90 Days
3 Pack-30 Day Nationwide Online Job Postings	\$552	\$712	3 Jobs	30 Days	Yes	1 Year
5 Pack-30 Day Nationwide Online Job Postings	\$871	\$1120	5 Jobs	30 Days	Yes	1 Year
10 Pack-30 Day Nationwide Online Job Postings	\$1644	\$2116	10 Jobs	30 Days	Yes	1 Year
Featured Job	\$107	\$107	-	-	-	-
Social Recruiting	\$125	\$125	-	-	-	-
Digital Job Video presented by Digi-Me	\$200	\$200	-	-	-	-

Effective Date: 07/19/19. Packages and pricing subject to change without notice.

- You can post with Ohio State College of Veterinary Medicine Students for free
- 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

- “Attract Top Talent”
- EEOC and Government Compliance Regulations

Career Center

Job Seekers? Sign In and More

Hello, Kelsey.

Your Account ▼

Home Products Post Jobs Resume Search

Post Jobs Manage Jobs Manage Applications Job Statistics Bulkpost Resources

Help

Create a New Job

Fields marked with a + are required.

[Please review information regarding prohibited job postings](#)

+ Job Title:

Internal Job Number:

Create a New Job

Fields marked with a + are required.

[Please review information regarding prohibited job postings](#)

+ Job Title:

Internal Job Number:

[HTML Formatting is Available](#)

+ Online Job Ad:

Job Requirements:

*Required Education

*Position

*Employment Type

High School
Some College
2 Year Degree
4 Year Degree
Masters
DVM or equivalent
Doctorate
Industry

Drop down menus for:
Education, Function &
Type

*Position

*Employment Type

Veterinarian
Vet Tech / Nurse / Assistant
Practice Manager
Other
Hospital Administrator
Regional Director
Medical Director

Position

*Employment Type

*Type

Species

*Experience Level

Number of openings

*Salary

Non-Profit Associations
Private Practice
Food Supply
Academia/Research
Government/Military
Industry

Hold the Ctrl key and click to select more than one. Please limit your selections to three(3) categories.

Full Time
Consultant
Relief DVM
Part Time
Part Time or Full Time
Internship
Externship

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

Check this box if telecommuting is allowed.

Enter a hourly, daily, weekly, monthly or yearly pay range i.e. \$xxx-\$xxx(hour/day/week/month/year)

Type

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

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

Enter a hourly, daily, weekly, monthly or yearly pay range i.e. \$xxx-\$xxx(hour/day/week/month/year)

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 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

Note: Some employers have found that making their post confidential has resulted in less applicant interest. If you choose to make your post confidential, you can always change the settings at a later time.

*State/Province	Select one...
*City	<input type="text"/>
ZIP/Postal Code	<input type="text" value="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	<input type="text"/>
Confidentiality	<input type="checkbox"/> Make this a confidential posting. This will suppress your company's name, profile, and logo.
*Send Applicants to	<input checked="" type="radio"/> An Email Address <input type="radio"/> Job Application URL
	<input type="text"/>
	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	<input type="text"/>
*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.
	<input type="checkbox"/> I agree
Notes	<input type="text"/>
	Max Length: 300 300 characters remaining
	This field is for your reference only. It will not appear on the job.

[Preview Job >](#)

Other Resources Offered for Employers

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



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Office of **Career Management & Professional Development**