



Career Services

UNIVERSITY OF CENTRAL FLORIDA

Employer [KnightLink](#) Instructions

Through a [KnightLink](#) account, you can:

- Create and review job postings
- Request Information Sessions
- Register for Career Fairs
- Request an Interview Schedule
 - Review applicants

Registration

1. Go to www.career.ucf.edu
2. Click on the [KnightLink](#) tab.
3. Click on the **Employer** tab.
4. Click on **Register** and fill out the form and check the services you are requesting. Make sure you provide your full name, corporate email address, telephone number, website, and corporate physical address. (P.O. Box will not be accepted)
5. After your information has been **researched** and **approved** by a member of our team, you will receive a confirmation email informing you of your approval request, username, and password.
6. Click on **the link** provided in the email you received.
7. **Login** with your username (email address) and the system-generated password you received in your confirmation email. Click **Go**.
8. Click on **Account** to complete your profile, change your password, and view your activity summary.

Create a Job Posting

- Login and click on **Jobs**.
- Click on **Add New**.
- Enter the job information in the form. Required fields are denoted with red asterisks (*).
- Click on **Submit**. The job posting will be reviewed by the recruiting team and accepted or declined.

PLEASE NOTE: If you wish to conduct on campus interviews for the position you are posting, you must **first** request an interview schedule. To do so, click on **Create New Schedule Request** on the home page, fill out the form, and submit. Once your interview request has been reviewed you will be able to attach position(s) to the schedule.

Request an Information Session

- Login and click on **Events**.
- Click on **Information Sessions**.
- Click on **Add New**.
- Enter information as prompted and click **Submit**.
- **Employers must abide by the time scheduled for information sessions.**
 - Information sessions held at Career Services in rooms 115 or 121 will need to end by 6.00pm. Organizations wanting to hold information sessions outside this time frame will be assisted in finding an alternate location on campus.
- When your session has been reviewed and approved, you will receive an automated confirmation email with general information about your session, as well as information about ordering refreshments. Later, you will also be emailed a confirmation with location information, a campus map, and parking information.

Register for Career Fairs

- Login and click on **Events**.
- Click on **Career Fairs**.
- Click on **Register** under the **Options** button which events you wish to participate.
- Enter information as prompted and click **Submit**.
- When your information has been reviewed, you will receive a confirmation email.

Create an On Campus Interview Schedule

- Login and click on **OCR**
- Click on **Create a New Schedule Request**.
- Enter all the details of your scheduling request by filling in the form. Here are some helpful guidelines:
 - Select the Recruiting Session for your interviewing sessions. For example, spring 2017
 - **Schedule Types:**

Schedule Type	Required lead time	Job Posting Attached	Schedule Management
Preselect/Preselect Alternate	5 weeks	Yes	Through KnightLink
Open	3 weeks	Yes	Through KnightLink
Room Reservation Only	N/A	No	Managed on your own

- **Time Slot** refers to whether you would prefer to have the interviews all day, only in the morning (from 8 a.m. to noon), or only in the afternoon (1:00 pm to 4:30 pm).
- The **Number of Rooms** – how many rooms you would like to reserve.
- The **Location** of the interview(s) can either be at the Career Services Main Office or at the College of Business Satellite Office.
- You have three options for **Interview Length**: 30, 45, or 60 minutes.
- The **Position Types** refer to the type of position you posted. The options here

are Full-Time, Part-Time, Student Employment, and Full-Time Permanent (Experienced).

- The **Notes** section is for any additional notes you may have regarding your request
- After all of the above is completed, click on **Submit** at the bottom of the.
- The request will be reviewed by our team, accepted or declined based on availability, and an automated email confirmation will be sent. Please email csrecruit@ucf.edu or call (407) 823-3424 with any questions.

Making Decisions on Applicants

- Login and click on **Jobs**.
- Click on the **Applicants** tab.
- Choose the position and/or résumé status you wish to review.
- Click on the submitted documents to review résumé.
- Choose **Accept, Decline, or Reviewed** in the **Status** column.

View Résumé Books: There is an opt-in student résumé book available on request. To gain access to the résumé book, you must be actively hiring and have a corresponding job posting in [KnightLink](#). All employer granted access are required to adhere to the NACE privacy policy, http://www.nacelink.com/nl_privacy_policy.php



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Career Services Disclaimer

The University of Central Florida (UCF) Career Services strives for open access and connections between students and employers. However, UCF Career Services reserves the rights to accept or deny any positions or recruiting organizations based upon internal criteria. Additionally, UCF Career Services may deny or remove access rights for organizations that do not meet the criteria's listed below that do not support the educational mission of the University.

Registering for [KnightLink](#) and logging into [KnightLink](#) indicates you have read, understood, and agree to terms and conditions of the agreement outlined below:

- UCF Career Services reserves the right to deny access and participation to any student, alumni, recruiter, vendor, employer, school, or organization from participating in any career-related event pertaining, but not limited to: on campus and off-campus recruiting, career expos, job fairs, and job postings that do not support the educational mission of the university.
- Employers and vendors are not allowed to take photos of events or students without prior, proper written consent.
- All job opportunities are posted at the discretion of the UCF Career Services Executive Director. The following positions will not be posted:
 - Positions that appear to discriminate against applicants on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, and veteran status.
 - Positions that require any form of monetary commitment from students prior to employment.
 - Positions that involve employment in a private home. (Babysitting, in-home tutoring, lawn care, etc.)
 - Positions that are compensated only by commission.
 - Positions within the adult entertainment industry.
 - Positions that do not comply with Equal Employment Opportunity (EEO) standards.
- By participating in UCF Career Services events/services, organizations agree that they will adhere to applicable federal and state EEO laws, regulations, standards and guidelines as well as the appropriate principles set forth by NACE.
<http://www.naceweb.org/principles/#employment>

The University of Central Florida Career Services office abides by the National Association of Colleges and Employers (NACE) Principles for Professional Practice.
<http://www.naceweb.org/principles>

