



TIPS FOR POSTING JOBS IN ePACK

maximize your success

The ePACK system is a great way to find students for career-related internships (summer or semester) and entry-level jobs.

Please note: all job postings are "pending" until our staff can review the job and approve it. This process can take up to 48 business hours. Once your job is "accepted", you will receive an email confirmation.

If your job is not career-related (does not require a college student or graduate), we will not approve the position for ePACK and will refer you to NC State's Financial Aid Office on-line job form: www7.acs.ncsu.edu/student_jobs/jobsubmit.asp.

HELPFUL TIPS

Job Function

Choose the type of work done in the posted job to maximize your hits in student searches. You may select multiple categories if appropriate, however choosing ALL categories is NOT recommended.

Majors

For most positions, selecting ALL majors is NOT recommended. Need clarification about which majors will meet your needs? Contact a career counselor.

Position Type

Please note that ePACK is used mostly by current students & alums within one year of graduation. Jobs requiring 3 or more years work experience are encouraged to post through Alumni Career Services, www.alumni.ncsu.edu.



Restrict Applications

If you want to screen out students who do not meet the requirements you select, you must select "Restrict Applications: yes". Choosing this option allows the system to screen applicants for you based on the criteria you enter, but may reduce the number of applicants in your pool.

Posting Date/Expiration Date

Jobs may be posted for a maximum of 60 days. You will receive an automatic email before the job expires, and may easily re-post the position if you still would like to receive applications.

Graduation Date Range

Recent graduates and current students use ePACK; choosing recent graduation dates is advisable (extended graduation dates are for College of Agriculture & Life Sciences applications only).

Resume Receipt

Choose all of the options that you prefer.

Email – will send student resumes to you via email as students apply.

Accumulate Online - will allow students to submit their resumes via ePACK, you may login to your account to view student applications at any time.

Other – will generate an additional field for you to enter application instructions, such as applying online to your company website.

Automatic Application Packet Generation: Choose YES if you'd like student resumes to be sent to you in one packet when the job expires.

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