

Employer Guide

Elon Job Network (EJN)

EJN [REGISTRATION](#)

- Complete fields marked with an asterisk (*)
- Status is pending until approved. An email will be sent when approved.

Existing Users

[Log in](#) with your username and password

To update your profile

Choose Edit to update your organization, contacts information, password, and more

To create a new job

- Under Job Postings + Add New
- To reuse an existing position: choose it and make edits, update Posting Date, and Expiration Date
- Complete fields with an *
- Provide specific details about the opportunity
- Select methods to receive student emails for non-OCR positions: Email, Accumulate Online, Other (you may select more than one)
- Check the documents requested and required boxes
- Enter special instructions regarding requested documents
- Type in and choose from a list of skills or create up to 10 new skills
- Complete any additional fields for screening purposes
- Save or Submit. Its status will be pending until approved. An email will be sent when approved.

To edit a job

- To edit posting information, contact information, or position information click on “Jobs” choose “Job Postings” Choose the job and edit. SAVE.
- Once you edit a job, its status is pending until approved. An email will be sent when approved.

To schedule On-Campus Recruitment (OCR)

Choose “OCR Schedules” to view current or past schedules or request an OCR schedule.

[Employer Guide to On-Campus Interview Schedules](#)

To register for a career event

- Choose the Events menu
 - View the current Career Events: Career Fair; Teacher’s Expose; Job & Internship Expo;
 - View and review event details and choose “Sign Up” to register
 - Fill out the required information and select the appropriate fees (if any)
- Once registered and approved, you may print the invoice by clicking on the accounting tab You will be emailed when your registration is confirmed.

Student Professional Development Center

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