A Guide to NUcareers
Northeastern University’s Career Management Portal
**NUcareers** is Northeastern University's career management portal for sharing career, cooperative education (co-op), internship, and XN opportunities. Employers can also use this portal to promote and manage their participation in career-related events sponsored by the University.
This Slideshow Will Show You How To:

1. Create an NUcareers account
2. Post jobs and view your job postings
3. Schedule an On-Campus Recruiting (OCR) event
Creating a NUcareers Account

1. Visit [www.nucareers.northeastern.edu](http://www.nucareers.northeastern.edu)
2. Select “Employers” in the black header
   a. If you already have an account, click “Login”
   b. If not, click “Employers Registration” in the left column
Creating a NUcareers Account

3. On the Registration page, enter information about your organization
   a. When you submit the form if you receive an error message, this means there is already an account associated with your email. Please then select “Forgot Password” to regain access to this account.

4. Once your account is approved, you will receive an email notification from the system.
Post and View Job Postings

1. Once you login to your account on NUcareers, you will be brought directly to your Dashboard. Click on the “Post a Job” button on the top left.
   a. For 4 to 6 month co-op positions, select the Cooperative Education Job Postings tab.
   b. For full-time and internship positions, select the Career Development Job Postings tab.

2. Enter your job description. The job description should include a list of responsibilities, required qualifications, and a brief company bio.
3. After you submit your job posting, you will receive a notification once it is approved.
4. To view all of your job postings, select the “All Job Postings” on your Dashboard.
Request an On-Campus Recruiting (OCR) Event

1. On your Dashboard, you will find OCR options for your full-time and internship recruiting needs. To request an OCR, click “Request” next to the event you are interested in.
   a. If you have any questions about these OCR events, feel free to call our office at (617) 373-6548.
2. After you submit your OCR form(s), you will be contacted by our office.
More Resources

- For a more information on NUcareers, click [HERE](#) for a few short instructional videos.

- To learn more about On-Campus Recruiting, please contact:
  - Sumana Northover at s.northover@northeastern.edu
  - Thamar Fedestin at t.fedestin@northeastern.edu
  - Charlotte Nelson at c.nelson@northeastern.edu

Thank you!