



# BUCKYNET



School of Human Ecology  
UNIVERSITY OF WISCONSIN-MADISON

## QUICK START GUIDE FOR EMPLOYERS

### WHAT IS BUCKYNET AND HOW CAN IT HELP ME?

BuckyNet is an internet-based on-campus recruiting and job posting system for UW-Madison students, alumni, and employers. As an employer, creating and maintaining a BuckyNet account will enable you to post your open internships and full-time positions, register for career fairs, review student resumes, and more!

### HOW DO I ACCESS BUCKYNET?

Several schools and colleges on campus have portals on BuckyNet. If you would like to recruit students in the School of Human Ecology, please create a BuckyNet account by visiting <https://sohe-wisc-csm.symplicity.com/employers/>.

**NOTE:** All UW-Madison students that utilize BuckyNet will be able to view your job postings, regardless of which portal you use to post; however, during the posting process, please be sure to select **ALL** relevant majors who may be eligible to apply for the position.

### CREATING AN ACCOUNT

To create an account, please visit <https://sohe-wisc-csm.symplicity.com/employers/>. Clicking "Register" will allow you to simply create an account. Clicking "Register and Post Job" will allow you to create an account and then post your open position(s) at the same time. Both the registration and/or position(s) will be sent to the Student Academic Affairs and Career Development office for approval. You will receive an email with login information once your account and/or position(s) have been approved. For all future log-ins, please continue to use the link above.

### ACCESSING THE SYSTEM

#### Profile Tab

If you are not automatically prompted to do so, please click the "Profile Tab" to complete your company profile. The more information you provide, the more students can learn about your organization through the system.

#### Account Tab

Once logged into your account, click the "Account" tab to ensure the information is complete. You can also view past invoices, change your password, and view your activity summary through this tab.

### POSTING A POSITION

To post a position once you are logged in the system, you can click the "Create Job Posting" shortcut or the "Jobs" tab. If you click the shortcut, you will be taken directly to the job form. If you click the "Jobs" tab, you must click "Add New" to get to the job form. Once you complete the required information in the form, you can click "Submit" and the posting will be sent to the Student Academic Affairs and Career Development Office for approval. If you start the form and need to complete it at a later date or time, you can also click the "Save and Finish Later" button.

**FYI:** "Non-OCR" (Non-On-Campus Recruiting) refers to positions for which you will not hold on-campus interviews.

### WHO SHOULD I CONTACT IF I HAVE QUESTIONS?

If you have questions about BuckyNet or need assistance with posting a position, please contact the Student Academic Affairs & Career Development Office at [advising@sohe.wisc.edu](mailto:advising@sohe.wisc.edu) or 608-262-2608. Our front desk staff will direct you to the appropriate person to help answer your questions.

#### Student Academic Affairs & Career Development Office

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608-262-2608 • Fax: 608-265-3616 • [advising@sohe.wisc.edu](mailto:advising@sohe.wisc.edu) • [www.sohe.wisc.edu](http://www.sohe.wisc.edu)