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 and employers wishing to recruit them. Creating and maintaining a BuckyNet account will enable you to post open positions, attend career fairs, interview on-campus, and review student resumes.

HOW DO I ACCESS BUCKYNET?
Several schools and colleges on campus have portals to 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/.

CREATING AN ACCOUNT
If you already have a BuckyNet account, log-in here: https://sohe-wisc-csm.symplicity.com/employers/. New users can access the same link to create an account and/or post a position. Clicking the “Register” button will allow you to simply create an account. Clicking the “Register and Post Local Job” will allow you to create an account and then post your open position(s). Both the registration and/or position will be sent to the Student Academic Affairs and Career Services office for approval. You should receive an email once your account and/or position has been approved. This email will also contain log-in information. You can access your account via the link above, which you can bookmark for future use.

ACCESSING 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.

Profile Tab
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.

POSTING A POSITION
To post a position once you are logged in the system, you can click the “Create a Non-OCR 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 fill in all the required information in the form, you can click “Submit” and the posting will be sent to the Student Academic Affairs and Career Services 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.

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 Services Office at acadaffairs@mail.sohe.wisc.edu or 608-262-2608. Our staff will direct it to the appropriate person to assist with your inquiries.