

# WOLF WORK EMPLOYER USER GUIDE

*Wolf Work is the online employment database available to NSU students and alumni. Candidates may search and apply for employment opportunities including part-time local jobs, professional internships, and full-time post-graduate employment opportunities related to NSU fields of study. Employers may self-post and manage positions available on the Wolf Work site, or Career Services staff may assist with this process.*

## ON WOLF WORK, EMPLOYERS MAY:

- ✓ Update an Employer Profile to provide general organization information to candidates including a group logo, mission, values, culture, and goals.
- ✓ Create OR Update Job Positions available to NSU students and alumni. All postings are reviewed by NSU Career Services staff each business day.
- ✓ Collect Applications Online OR instruct candidates to submit application materials directly to your website or email. Indicate the preferred collection method for applications in the job postings details.
- ✓ Schedule On-Campus Interviews or Networking, and Register for NSU Recruiting Events  
Please contact NSU Career Services directly to schedule campus visit dates.

Access Wolf Work directly by navigating to <https://northern-csm.symplicity.com/> or by clicking on the link from the NSU Career Services website: <http://www.northern.edu/campus-life/career-services>

## CREATING AN ACCOUNT

- ✓ **New Users**  
Click either “Employer Sign Up” or “Sign Up and Post a Job”, and complete the registration form. After completing the form, you will receive an email to verify your email address.  
  
Career Services reviews registrants each business day to ensure legitimacy of employers. After reviewing, registrants will receive an email to set an individual password.
- ✓ **Existing Users**  
Enter your username (email) and password to login OR select “Set or Reset My Password” for assistance.

Wolf Work Sign In

Please enter your username and password.

Username  
(your email address)

Password

Sign In

Set or Reset My Password

By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

Career Services Management System

Wolf Work by Northern State University Career Services | 605-626-3007 | careerservices@northern.edu

Employer Sign Up

Sign Up And Post Job

# WOLF WORK EMPLOYER USER GUIDE

## MANAGE YOUR EMPLOYER PROFILE

Using the task-bar found on the left side of the screen in Wolf Work, employers are given the flexibility to manage the content they share with candidates. Consider adding details regarding your company's culture, photos, videos, and even a logo.

Employer contacts also have the ability to change their log-in information, password, and contact information.

## POSTING A JOB

NSU Career Services will approve the following position types:

- ✓ Campus and other local, part-time or seasonal jobs
- ✓ Professional internships related to NSU fields of study
- ✓ Full-time professional employment opportunities related to NSU fields of study.

To post a position or internship for candidates, click on "Jobs" then "Post a Job". Complete the position posting form, providing details including the position type, title, description, application instructions, and closing dates.

Once positions have been submitted, a Career Services staff member reviews postings each business day and will then publish to students and alumni.

Unless otherwise indicated, postings will expire after 30-days. Employers may adjust the job expiration date in the posting form.

One week after postings 'expire', they will be moved to the "Archived Jobs" tab in the "Jobs" menu.

Employers may reopen archived postings by clicking "Show Archived", and then adjusting the open/closing dates and all other content requiring updates. Once updated, the position will be again reviewed by a Career Services staff member and then shared with NSU students and alumni.

*For questions or further assistance, please contact NSU Career Services at 605-626-3007 or [careerservices@northern.edu](mailto:careerservices@northern.edu).*

*Wolf Work is powered by Symplicity CSM. If your organization currently has a Symplicity One-Stop site, please add NSU to your preferred list of schools!*

