BuckyNet 101: An employer’s guide to BuckyNet

BuckyNet

As an employer affiliated with the UW-Madison School of Pharmacy, you have access to a BuckyNet account. BuckyNet is our new online database where you can post jobs, view resumes, schedule interviews and more!

Top Ways Employers Should Use BuckyNet – Step by Step

1. Complete Your Individual Profile
   a) Select the “Account” tab
   b) Fill in all fields
   c) View invoices
   d) Use “password/preferences” to change your auto-generated password to something that is easy to remember.

2. Complete your Company Profile
   a) Select the “Profile” tab
   b) Complete as many fields as possible
   c) Upload a company logo

3. Post a Job or Internship
   a) Select the “Jobs” tab
   b) Select “Add New”
   c) Fill in fields, or “Copy Existing” if the job has been posted in the past
   d) Select “Submit”

4. View Student Resumes
   a) Select “Resume Book” Tab
   b) Select Full-Time or Intern
   c) Search my major, year or keyword
   d) Click on student name and send individual emails or multiple emails at once by checking the box next to their names

5. Schedule an Interview Day
** This feature is forth-coming for the Spring 2013 semester **