

Employers – BullsEye Quick Tips

Logging in to Bullseye:

First time Users: Register with BullsEye at www.hireub.buffalo.edu under First time Users.

Once you register, you will immediately be able to post your openings, view Career Events (such as upcoming job fairs), and view/edit your profile information. Career Services will email you when your account and any vacancies you list are reviewed and activated. Once your account is activated, you will be able to take advantage of all the online services offered through BullsEye.

Existing Users: Log in to BullsEye just as you have for our previous system at www.hireub.buffalo.edu.

Your Username and Password remains the same. You will be able to take advantage of all the services offered by BullsEye and we hope you enjoy the new and more robust features it provides.

Third Party Agencies: Career Services has special policies with regard to third party agencies. Please see www.ub-careers.buffalo.edu/career/oco/cpp/CSEmployer/recruitingpolicy.html#third for details.

Employers with Entrepreneurial Positions: Career Services has special policies with regard to entrepreneurial positions and compensation packages requiring commission only or requiring prospective employees to purchase a franchise or products or services upfront, or where compensation is based exclusively on commission or fees/percentage of sales from others under their sponsorship in the organization. Please see www.ub-careers.buffalo.edu/career/oco/cpp/CSEmployer/recruitingpolicy.html#entrep for details.

How to Post a Job/Internship using BullsEye:

Once you log in to BullsEye, go to My Jobs and click on New Job. Complete the Position and Posting Information Sections.

In the Posting Information section, you will see a field called “**Show Contact Information**”. If you answer YES, all of your contact information will appear for students/alumni to view. If you say NO, be sure to detail in any job/internship vacancy listings and how students/alumni should apply.

In the Posting Information section you will also see a field called “**Allow Candidates to Submit Resume through BullsEye**”. If you answer YES, then applicant’s resumes will be submitted to the system and you will receive an email each time an individual applies to your opportunity.

Please note that job/internship listings be posted for a period of **30 days** unless you specify otherwise.

About My Profile

The Profile includes two sections, Employer and Contact Information. The address in the Employer section refers to your main headquarters address and the Contact Information is your address.

Our system includes an **Employer Directory** for students/alumni to view. If you wish your organization to be included in the directory to increase visibility to students and alumni seeking jobs/internships, then answer YES. The employer directory includes the employer headquarters contact information.

Student Search

This feature allows you to identify students/alumni who have resumes in the system and are seeking jobs/internships. Please note that our new system required students/alumni to **re-submit their resumes beginning Aug. 6th**. Please be patient as our resume database grows during the fall semester.

On-Campus Interview Schedules

Our system will allow you to request an on-campus interviewing date(s) as well as an information session. Go to On-Campus Interview Schedules then select, New Schedule Request. The system will email your applicants' resumes to you; you can submit your pre-select candidates online; and you can view your interview schedule one day prior to your visit.

Career Events

You can view and register for events such as job and career fairs offered by UB Career Services.

Questions?

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