

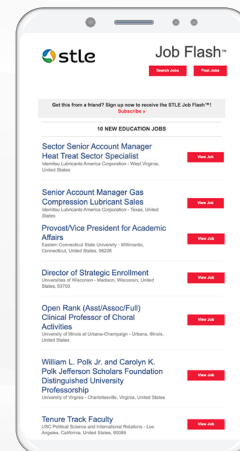
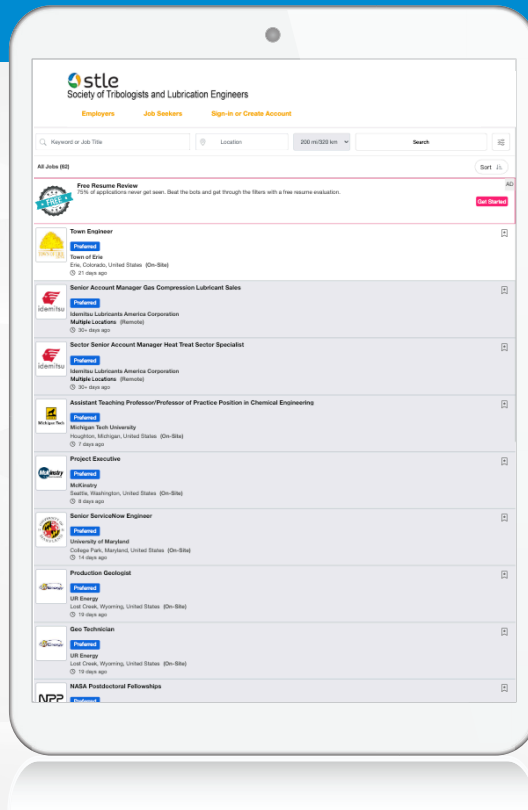


CAREER CENTER

EMPLOYER MANUAL

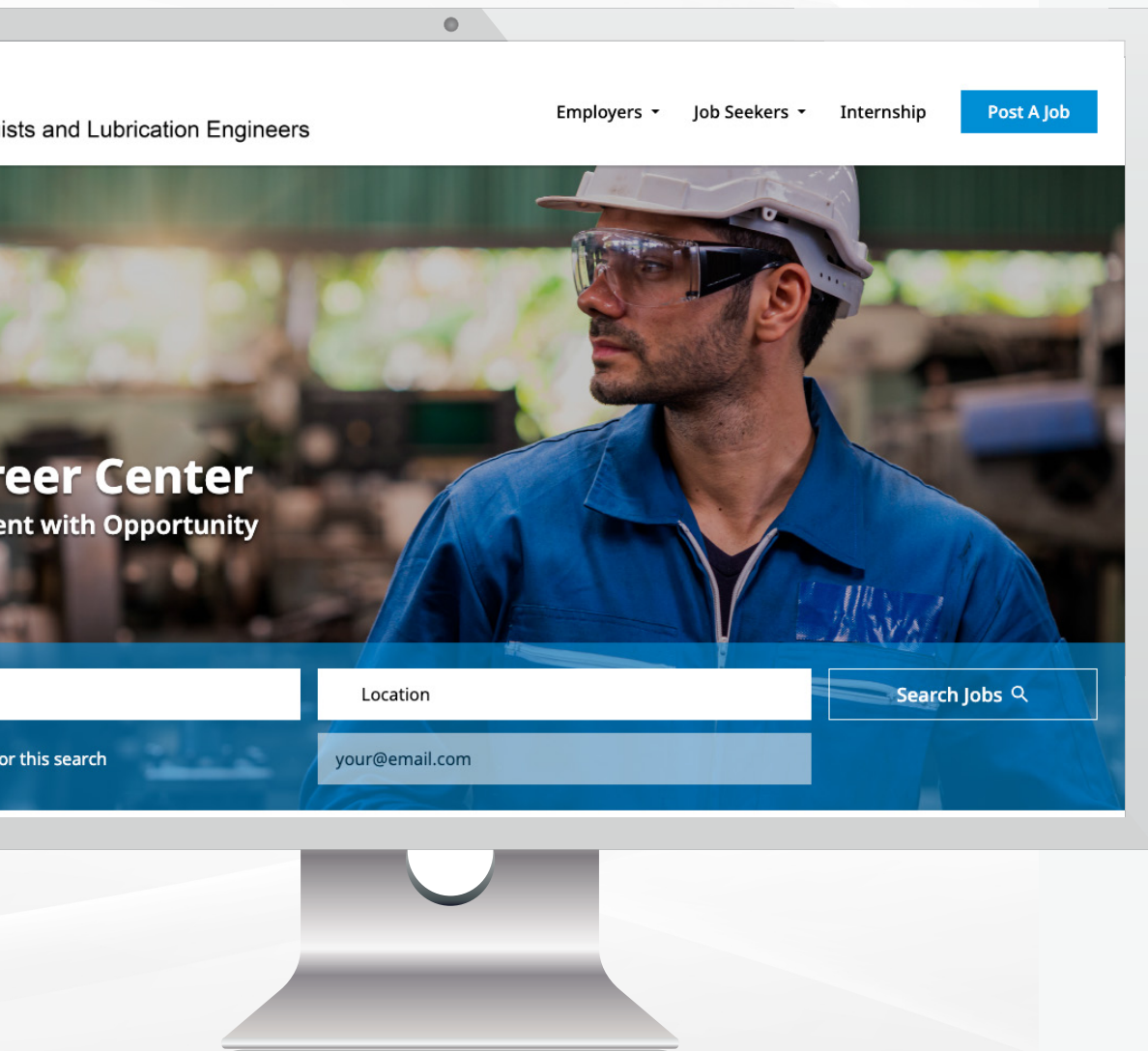
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Welcome to the STLE Career Center

The STLE Career Center is a leading online destination for professionals to advance their careers. It connects employers with highly qualified candidates who are passionate about driving innovation, integrity, and excellence across their industry.



Employer Benefits

The STLE Career Center is designed to meet your hiring needs by connecting you with top-tier professionals and experts who are committed to excellence across their industry.

The best way to reach job seekers

Place your open positions where highly qualified, diverse professionals go to advance their careers. Target candidates with ease by utilizing the following multi-channel approach:

Job Posting Upgrades

Premier location on the job board homepage, highlighted job remains at the top of search results, and the job is distributed to a network of more than 1,000 recruitment sites or sites that are marketed specifically to attract diverse and/or veteran candidates.

Job Flash™ Email

Our most effective recruitment channel that emails your job directly to the inboxes of higher education professionals.

Resume Bank Access

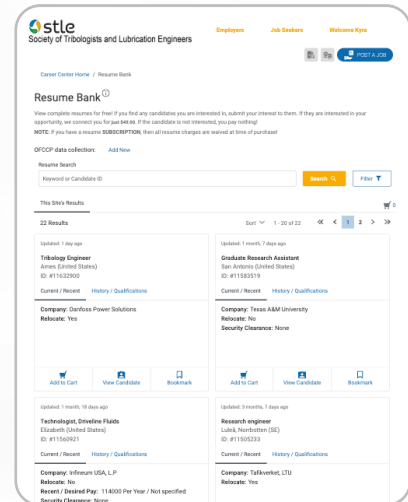
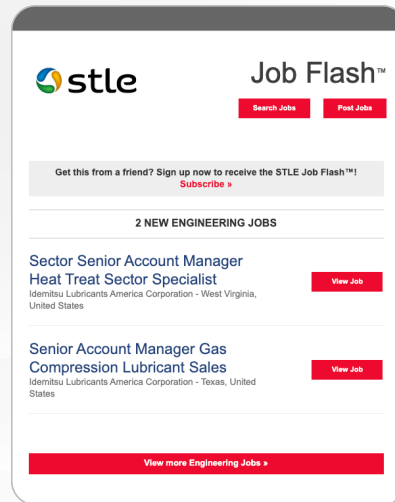
Search, find, and contact the most qualified and relevant candidate for your open position.



TalentBoost

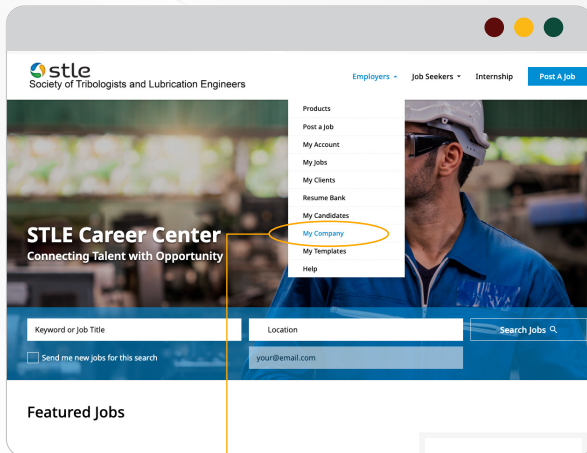


Diversity Veterans

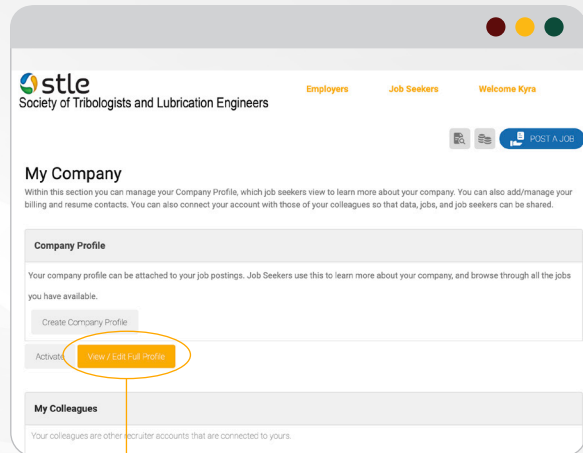


Detailed company profile and logo upload capabilities

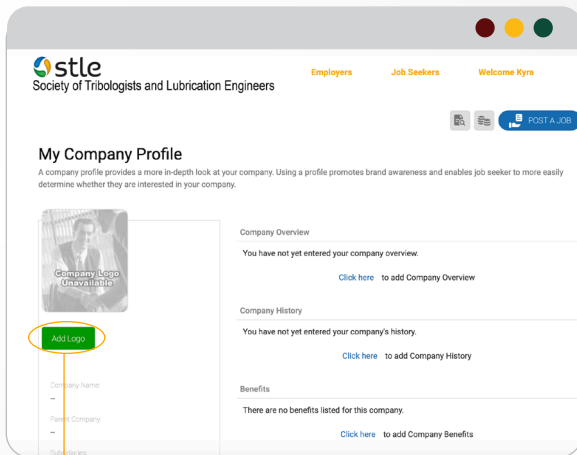
If hiring qualified talent is a top priority for your company, then having a complete and streamlined company profile with a logo can certainly promote your brand. The STLE Career Center offers detailed company profile generation and logo upload capabilities to employers for FREE. With this, job seekers can look for relevant information about your company without leaving the job board.



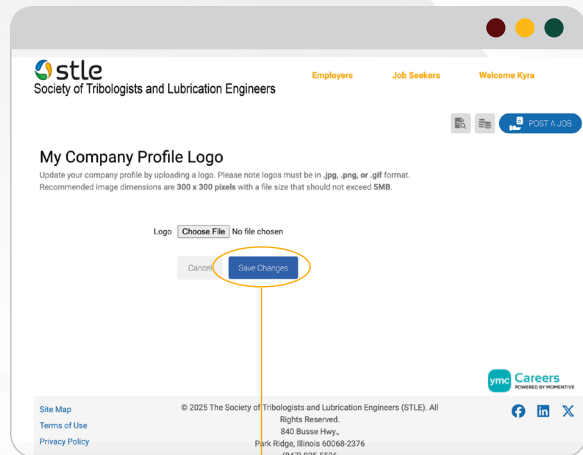
Employers > My Company



View/Edit Company Profile

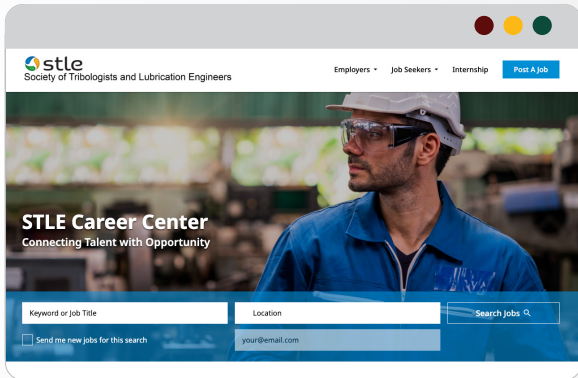


Add logo

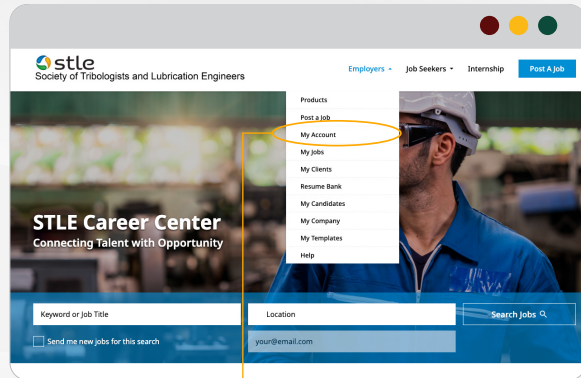


Browse > Save Changes

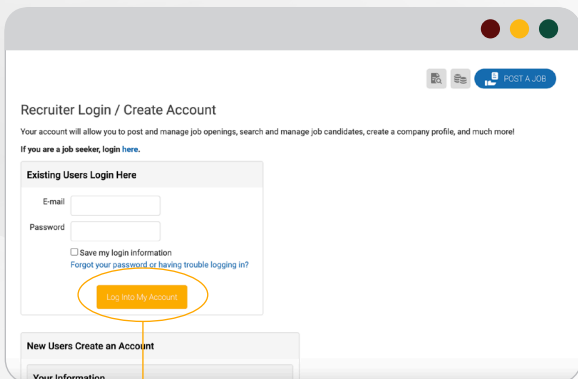
Create Your Employer Account



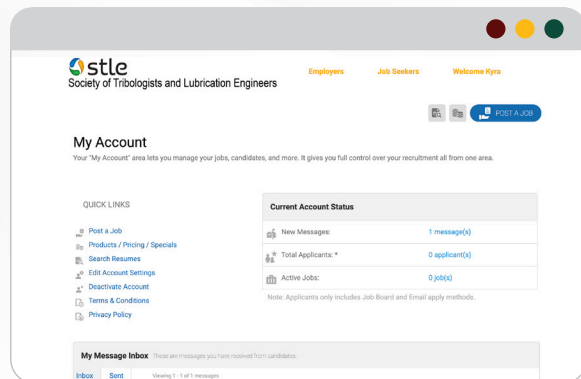
1. Go to stle-jobs.careerwebsite.com



2. **Log In.** On the home screen, hold your mouse over “Employers” and double click on “My Account”.



3. **Username/Password.** Enter the username and password you created during the sign-up process. If you can't find it, contact STLE.



4. **Employer Account:** Welcome to your Employer Account homepage!

Dashboard

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Employers ▾ Job Seekers ▾ Internship Welcome

POST A JOB

My Account

Your "My Account" area lets you manage your jobs, candidates, and more. It gives you full control over your recruitment all from one area.

QUICK LINKS

- Post a Job
- Products / Pricing / Specials
- Search Resumes
- Edit Account Settings
- Deactivate Account
- Terms & Conditions
- Privacy Policy

Current Account Status

New Messages:	1 message(s)
Total Applicants: *	1 applicant(s)
Active Jobs:	0 job(s)

Note: Applicants only includes Job Board and Email apply methods.

My Message Inbox

these are messages you have received from candidates.

Inbox Sent Viewing 1 - 1 of 1 messages

From	Message	Received	Status	
Admin	Welcome!	Feb 09-26	Unread	view reply delete

New Message Templates

My Resume Contacts

These are candidates you contacted through the Resume Bank.

Currently no resume contacts

Receive & send messages directly from candidates to your account.

You can track how many applications you have received.

My Jobs

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POST A JOB

My Jobs

For more information about the My Jobs page, [Click here](#).

Search

Enter keyword to search in Job name, position, description, company name, city or search by Job ID number

[Show Advanced Search Options](#)

Search

[View OFCCP Data](#)

Viewing 1 - 3 of 3 Jobs

✔ Activate ⏹ Stop ✖ Delete

<input type="checkbox"/>	Position	Location	Start	End	Status	Action
<input type="checkbox"/>	Administrative Coordinator Show Details	West Lafayette, Indiana, United States	07/14/2021	08/13/2021	Active	Edit Upgrade View Applicants View Job Settings View Live Job
<input type="checkbox"/>	Laboratory Automation Engineer I Show Details	Napa, California, United States	07/14/2021	08/13/2021	Active	
<input type="checkbox"/>	Science Policy Fellowship Show Details	Chicago, Illinois, United States	07/14/2021	08/13/2021	Active	

You can select job postings and activate, stop, or delete them.

You can edit a live posting or repost an expired posting.

Resume Bank

The screenshot displays the Resume Bank website interface. At the top right, there are three window control buttons (red, yellow, green) and a 'POST A JOB' button. Below this is a navigation breadcrumb: 'Career Center Home / Resume Bank'. The main heading is 'Resume Bank' with an information icon. A descriptive paragraph follows: 'View complete resumes for free! If you find any candidates you are interested in, submit your interest to them. If they are interested in your opportunity, we connect you for just \$35.00. If the candidate is not interested, you pay nothing!'. A note states: 'NOTE: If you have a resume SUBSCRIPTION, then all resume charges are waived at time of purchase!'. Below this is a section for 'OFCCP data collection' with 'Add New' and 'Use Saved' options. A 'Resume Search' section contains a text input field with the placeholder 'Keyword or Candidate ID', a 'Search' button with a magnifying glass icon, and a 'Filter' button with a dropdown arrow. The results section is titled 'This Site's Results' and shows '22 Results'. A pagination bar indicates 'Sort' with a dropdown arrow, '1 - 20 of 22', and navigation arrows. The results are presented in a grid of four job listings. Each listing includes an update timestamp, job title, location, ID, and company information. Below each listing are three buttons: 'Add to Cart', 'View Candidate', and 'Bookmark'. The first listing is for a 'Tribology Engineer' at Danfoss Power Solutions, updated 2 days ago. The second is for a 'Graduate Research Assistant' at Texas A&M University, updated 1 month, 8 days ago. The third is for a 'Technologist, Driveline Fluids', updated 1 month, 19 days ago. The fourth is for a 'Research engineer', updated 3 months, 8 days ago.

Search through our resume database for your next great hire.

Use our filters to find the candidates that meet your criteria.

Company Profile

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Employers ▾ Job Seekers ▾ Internship Welcome

POST A JOB

My Company

Within this section you can manage your Company Profile, which job seekers view to learn more about your company. You can also add/manage your billing and resume contacts. You can also connect your account with those of your colleagues so that data, jobs, and job seekers can be shared.

Company Profile

Company: Testing ACS Career Center - YM Careers Software (Internal)
Location: 123 Test St Apt Test Test, CA 93436 AUS
Member since: 01/29/2025
Last updated: 09/16/2025
Viewed: 59 times
Status: **Active**

Upload Logo

De-activate [View / Edit Full Profile](#)

My Colleagues

Your colleagues are other recruiter accounts that are connected to yours.
Viewing 1 - 3 of 3 colleagues

Colleague	Relationship	Created	
JPMorgan Chase Elizabeth Flook	Colleague within company	Aug 08-25	view / edit delete
Test Company - YMC Customer Sucess India Cleckley	Colleague within company	Jul 29-25	view / edit delete
YM Careeers Miles Sampson	Colleague within company	Jul 30-25	view / edit delete

Add New Colleague

You can give colleagues their own account using their email, or just provide them with the company username and password.

Add your company logo and your hiring goals so job seekers know what to prepare for.

Templates

My Templates

Templates make your recruitment even easier by allowing you to re-use templates for common tasks.

My Letter Templates

These can be used when drafting emails to candidates, colleagues, and others.

Viewing 1 - 1 of 1 letters

Letter	Recipients	Created	Updated	
Test	candidates	Jan 29-25	--	send view / edit delete

Create Letter Template

My Job Templates

These are job templates that you can use to easily build your job postings.

Viewing 1 - 5 of 5 job templates

Job Name	Created	
Test (CAP TEST DELETE)	Sep 16-25	use view / edit delete
Test (Member Job)	Sep 18-25	use view / edit delete
Test Role (Test - Job - Template)	Jan 29-25	use view / edit delete
Test (Test (2))	Jun 27-25	use view / edit delete
Test (Test (2))	Jun 27-25	use view / edit delete

My Filter Templates

These are pre-screen filter templates that you can use to pre-screen applicants.

There are no screening filter templates

Create Filter Template

It's likely you will have similar postings, emails, or filters, which you can keep track of here.

Post a Job

1. Create a new employer account or access your current account.
2. On the main employer account page, under “**Quick Links**”, click “**Post a Job.**”
3. Select “**Type of Job Posting**” and enter job details; click “**Continue.**”
4. Select any additional add-ons or upgrades.
5. Submit payment information.

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POST A JOB

Post / Create A Job

Use the form below to post your job opening. If you have any questions or encounter any problems, please contact us at 860-437-5700.

* indicates required field

Type of Job Posting	Duration	Cost
<input checked="" type="radio"/> 30 Day Job Posting	30 days	\$199.00
<input type="radio"/> Job Flash Package™ <ul style="list-style-type: none">• Job Emailed to STLE Professionals• Posted for 30 Days• Click to view recent Job Flash™	30 days	\$299.00
<input type="radio"/> Premium Job Flash Package™ <ul style="list-style-type: none">• Job Emailed to STLE Professionals• Posted for 30 Days	30 days	\$399.00

Choose a product that fits your job posting requirements.

Contact Information

Enter the contact information for candidates to apply to your position below.
Please note that your contact name and email address will not be displayed publicly.

Contact Person:

Email Address:

Phone:

Ext:

Fax:

Apply URL:

Applications

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

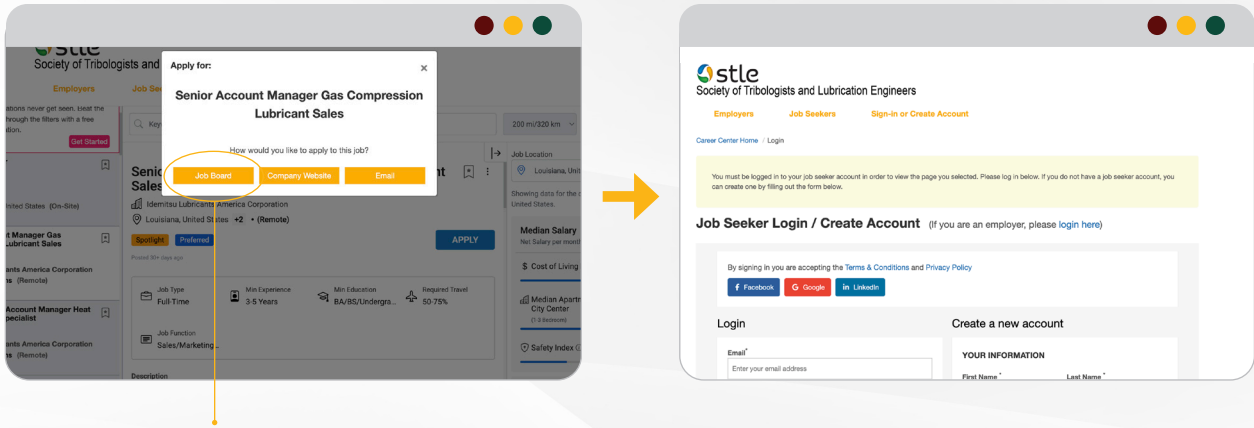
Allow Online Applications

<input type="checkbox"/> India Cleckley india.cleckley@momentivesoftware.com	First Name: <input type="text"/>
<input type="checkbox"/> Test Test india.cleckley@momentivesoftware.com	Last Name: <input type="text"/>
	Email: <input type="text"/>

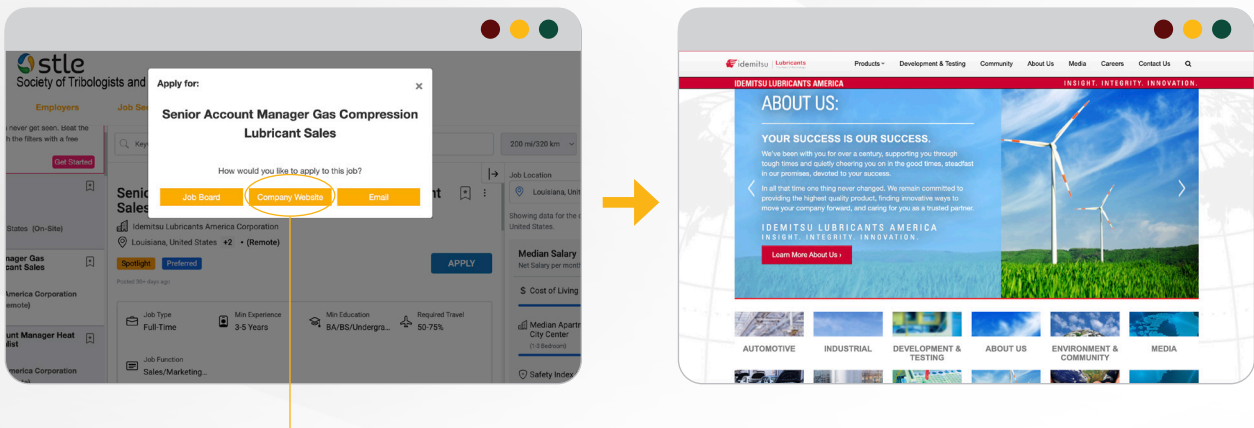
By checking off this box, you are giving job seekers the option to apply through the career center. Job applications through this option are found inside your employer account.

Add the **“Apply URL”** to this box so job seekers will be redirected to a company website where they have an option to apply for the job outside the career center.

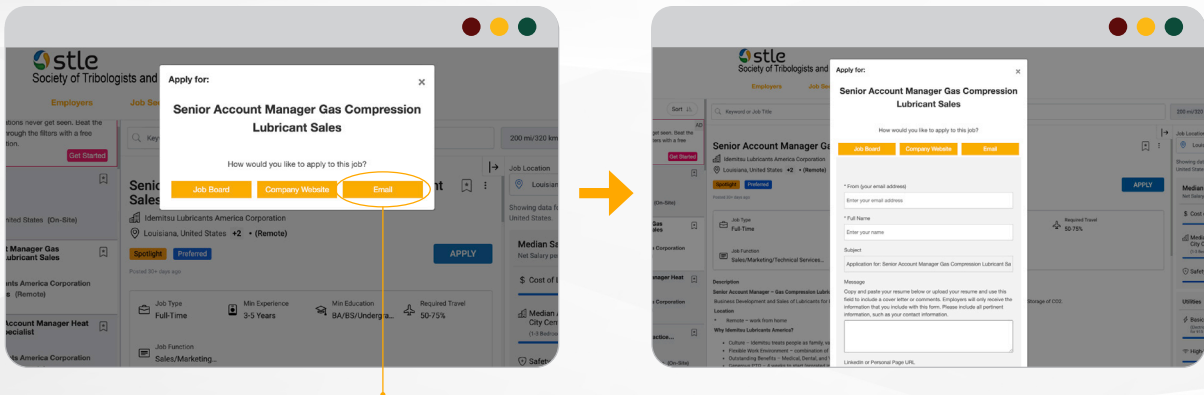
When a job seeker clicks the **“APPLY NOW”** button from the job search page, a pop-up window will appear with options on how they want to apply for the job.



If there's a **“JOB BOARD”** button - that means the employer allowed online applications.



If there's a **“COMPANY WEBSITE”** button - that means the employer added an Apply URL.



If there's an **“EMAIL”** button - that means the employer specified an email address they want the applications will go.

Frequently Asked Questions

Can I automatically post all our open positions?

Yes, you can! We have available single and bulk job posting packages. Contact Customer Service at **860-437-5700** or by email **clientserv@momentivesoftware.com** for more information.

Who is YM Careers?

YM Careers is the name of the third-party organization that currently hosts our Career Center site.

Who uses the Career Center?

STLE members, employers, and job seekers use our Career Center. We use the Career Center as a way of prospecting new members who might be interested in learning what else STLE has to offer.

What if I made a mistake in my posting?

No problem! You can always make edits to live postings and the changes happen immediately. You can pause or delete a posting as well.



Contact Us

Society of Tribologists and Lubrication Engineers (STLE):

840 Busse Highway

Park Ridge, Illinois 60068

Phone: 847.825.5536

Fax: 847.825.1456

Association: stle.org

Career Center: stle-jobs.careerwebsite.com

Customer and Technical Support:

YM Careers Customer Service

860.437.5700

clientserv@momentivesoftware.com

