

Online Job Board Employer FAQ

Having trouble with job postings? Please see below for tips on how to handle most of the issues employers encounter with our job board. If you do not see your question here, feel free to contact Career Services at ojb@bucks.edu or (215) 968-8195. Thank you for your interest in recruiting our students.

What do I do if I forgot my password?

Click on the Forgot Password link on the login page to have your password reset and emailed to you. If the new password doesn't work or you never receive the new password, contact NACElink Employer Support at 800/544-5272 or nacelinkhelp@nacelink.com

Why is the system asking me for credit card information? Isn't there a free option?

You still can post a free job to the Bucks Online Job Board. When you first login to your account on the job board, you will see some Quick Links in the middle of the screen. If you want to post a free job for Bucks students only, click on the link that reads "Create Job Posting".

Can I search student resumes?

Career Services will not grant access to student resumes to home-based businesses or private families. All other employers may have access to student resumes. The easiest way to request this access is to select Resume Books as one of your requested services upon registration with Career Services. If you forgot to indicate that you want access to Resume Books, please email our office at ojb@bucks.edu and your request will be processed within 48 working hours.

I posted a job two hours ago. Why doesn't it show as posted yet?

All positions posted to the online job board must be approved by a Career Services staff member. Our office reviews and approves jobs as quickly as possible. Depending on workload and staff availability it may take up to two business days for your job to be posted.

What hours is Career Services open?

Regular hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.
Summer hours: Monday through Thursday, 8:30 a.m. to 4:30 p.m.