Employer Quick Start Guide

RamblerLink is our career and job management system that provides you with an easy way to post your open positions, register for career fairs and other events, search for resumes of qualified candidates, manage on-campus interviews and stay connected with Loyola’s Career Development Center.

Register in RamblerLink

- Go to www.luc.edu/career and directly under the Employers drop down, select *Login to RamblerLink or click the maroon RamblerLink button on the side of the page. Select the “RamblerLink For Employers” login button.
- Click either the “Register as a RamblerLink Employer” (to create your account) or “Register as a RamblerLink Employer & Post Job/Internship” (if you have a job you wish to post). Note: Once your account has been confirmed, you will be able to post additional positions.
- Complete all of the registration screens and click Submit
- You will receive an email response to your registration request within one business day. Note: You will not be able to log in before receiving this response.

Access RamblerLink

- Log back in to RamblerLink.
- If you have forgotten your password, click the Forgot Password link.
- Note: if you make more than two incorrect attempts to login, you may have to verify your username and password on the next attempt by entering a verification code. Enter your email address, correct password and the verification code (misshaped letters) and click Go.
Manage Your RamblerLink Account

Click on the Account tab to access and edit your:

- Personal Profile – all of your contact information
- Password/Preferences – change your password
- Document Library – view Loyola maps/directions, quick-start guides and more

Manage Your RamblerLink Company Profile

Click on the Profile tab to access and edit your company:

- Industry – select an industry that best describes what you company does (not job functions you are seeking to post)
- Company Description – provide a brief (one or two sentences) description of your organization
- Other Company information screens are optional
- Consider also adding your social media links, as well as uploading a company logo or video.

Posting Non-OCR Jobs, Internships and Other Opportunities

- Click on the Jobs & Internships tab
- Click Add New and complete the posting form. All required fields are marked with a red *.
- Select how you would like to receive applications. Please specify all required documents.

Reposting Positions

- Click on the Jobs & Internships tab
- Click Add New. Select Copy Existing. Use the scroll down arrow to select the position from the drop down menu list
- If the position has already been archived, select the gray Show Archived button, and then select the position from the list.