



Dental Career Services

Job Posters: How to Register and Post Opportunities using Tufts Dental Career Link

Go to: <http://dental.tufts.edu/careerlink/>

If you are looking for an associate, renting space or selling a practice select “**JOB POSTER**”

*It is important to note that the JOB POSTER and JOB SEEKER interfaces are separate. JOB POSTERS may post jobs, but are not able to search jobs. If you would like to search jobs you may also register as a JOB SEEKER. The JOB SEEKER interface is only available to TUSDM students and alumni.

Tufts UNIVERSITY | **School of Dental Medicine**

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Tufts Dental School Career Link

Tufts Dental School Career Link is a job listing resource for students and alumni seeking new opportunities and for employers looking to tap into the extensive network of TUSDM alumni.

Job Seekers **Job Posters**

Registration Tips:

If you are a new user you will need to register for a new account. If you will be posting an opportunity it is best to select “Register and Post Job” since you will automatically be directed to enter the job information after you register.

The screenshot shows the registration page for the Tufts University Career Services Management System. The header includes the Tufts University logo, the School of Dental Medicine name, and the system name 'Career Services Management System powered by simplicity'. A navigation bar contains links for 'Sign in', 'Forgot my password', 'Register', and 'Register And Post Job'. The 'Log In' section has fields for 'Username (your email address)' and 'Password', with 'Go', 'Reset', and 'Forgot Password' buttons. The 'Register' section has 'Register' and 'Register And Post Job' buttons. The footer contains 'Career Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

The screenshot shows the 'Register And Post Job' form. The header is identical to the previous page. The navigation bar highlights 'Register And Post Job'. There are 'Next' and 'Cancel' buttons at the top left. A note states '* indicates a required field'. The 'Company Information' section includes a 'Next' and 'Cancel' button, a 'Please provide as much information as possible' instruction, and fields for 'Organization Name*', 'Organization Description' (with a 'Check Spelling' button), and 'Website:'. A large red arrow points from the right towards the 'Organization Description' field, containing the text: 'Please include details about your practice here. For example, the size, location, etc.'

Job Posting Tips:

Resume Receipt: Choose how you would like to receive applications/resumes.
 E-mail Accumulate Online Other (enter below)

Additional Documents: Which additional document do you require?
 Cover Letter Unofficial Transcript Other Documents

Requested Document Notes: Special instructions regarding requested documents.

Does a Tufts alumnus/a work in this office?* yes no

Posting Date*: Job will be viewable by applicants beginning on this date.

Expiration Date*: Posting will expire on this date unless it is beyond the 90 day max.

Location:

Location

Nation Wide*
 yes no

City*
Enter the City

State/Province*
Enter the State/Province

Country*
Enter the Country

Desired Start Date:

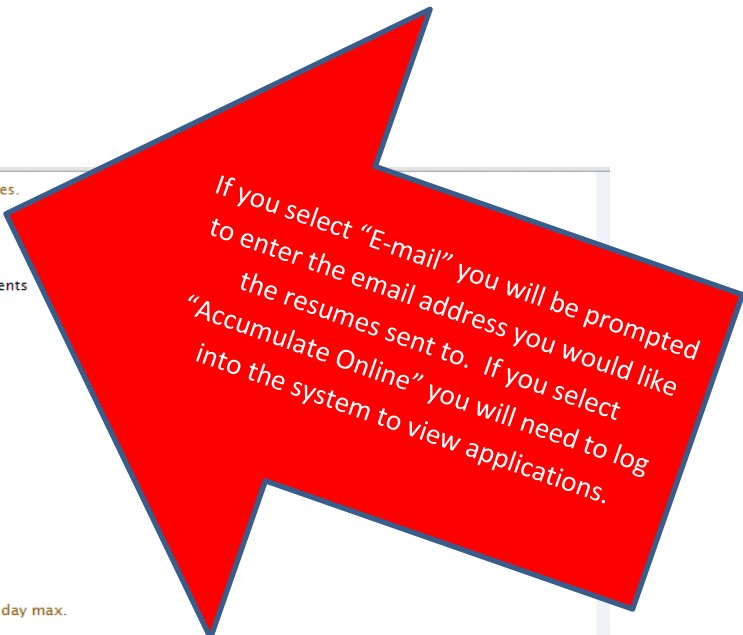
Approximate Hours Per Week:

Qualifications:

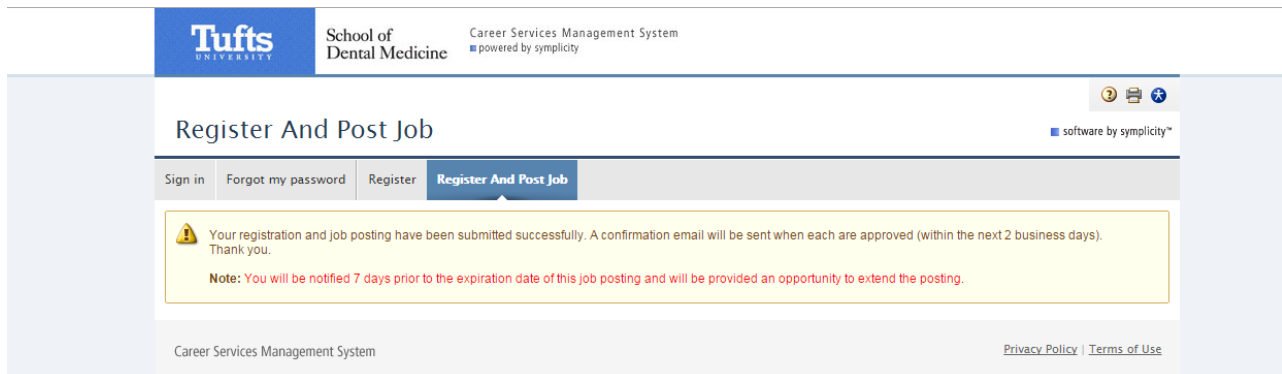
Salary Level:

Attachment(s):

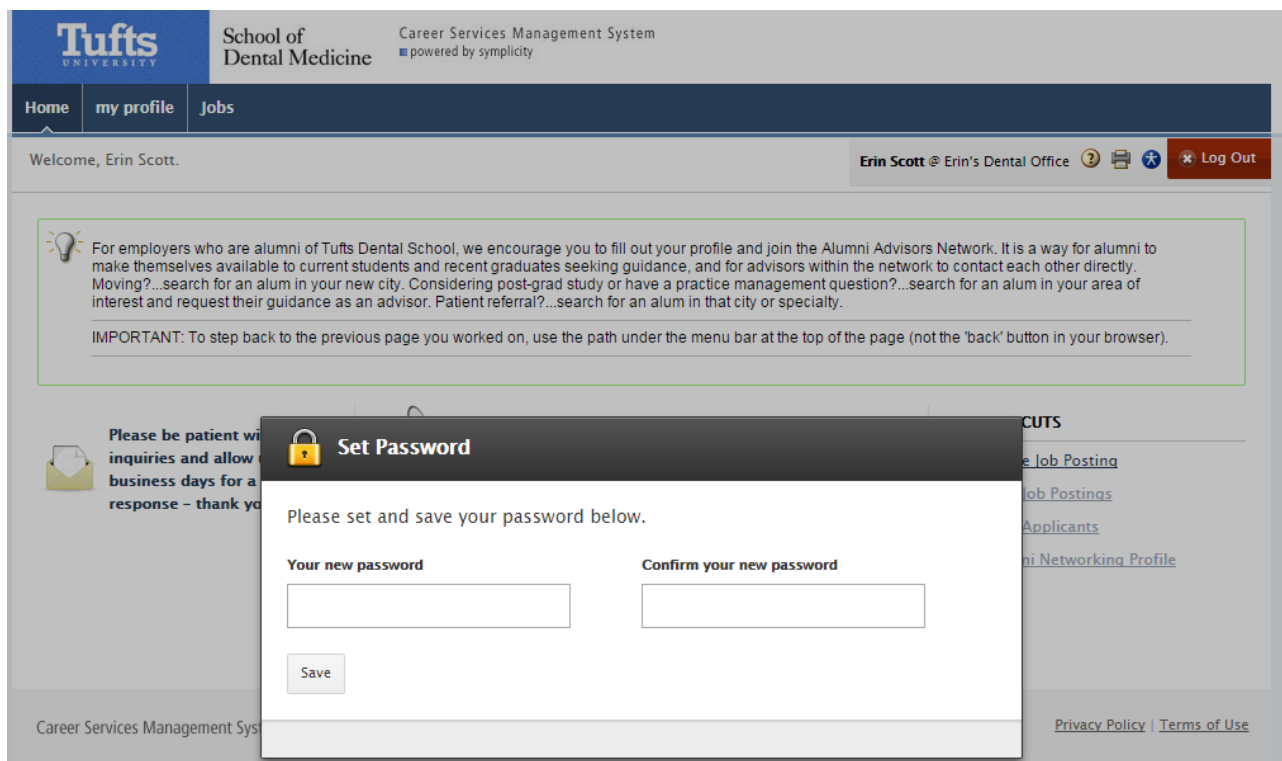
When position is filled: Was a Tufts applicant hired?* yes no



When you select “Done” your posting will be submitted and you will see this confirmation page.



When your registration and the posting are approved you will receive an email instructing you to click on a link in the email to set your Career Link password.



Once you confirm your Career Link password you will be logged into the system and should begin receiving applications.