POST JOBS ON CAREERCONNECTION.NJ.GOV

All hiring managers should post temporary jobs to the State of New Jersey Careers Connections website at http://careerconnections.nj.gov/careerconnections/for_businesses.shtml in order to be compliant with state regulations. Jobs posted to the Careers at Princeton website are automatically posted to the Career Connections site. Refer to policy 2.1. Temporary Employees.

To post your job, follow these steps:

Step 1

Go to http://careerconnections.nj.gov/careerconnections/for_businesses.shtml.

Step 2

Click on Visit our Job Board/Job Portals for Businesses

Step 3

Under Employer Registration & Regulations, click Create/Log In to your Account. Log in by using this email address and password:

1. Email: staffing@princeton.edu
2. Password: putigers (case sensitive)

Step 4

Under Job Posting, click on Post a Job

1. Do not edit Primary Contact or Company Information sections
2. Enter/edit applicable fields required with asterisk in Title and Location and Job Requirements
3. Under Job Information in the Job Description text box, include:
   a. Position Summary
   b. Essential Qualifications
   c. Preferred Qualifications
   d. EEO Statement: Princeton University is an Equal Opportunity/Affirmative Action Employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, protected veteran status, or any other characteristic protected by law. EEO IS THE LAW
4. Under Application Information, enter how you would like applicants to apply for your job.

Step 6

Click Post Your Job.

Anyone with questions about using the website should contact EmployerSupport@dol.nj.gov or the Talent Acquisition Team at 8-3301.

October 15, 2018