



Framingham
State University

CAREER SERVICES

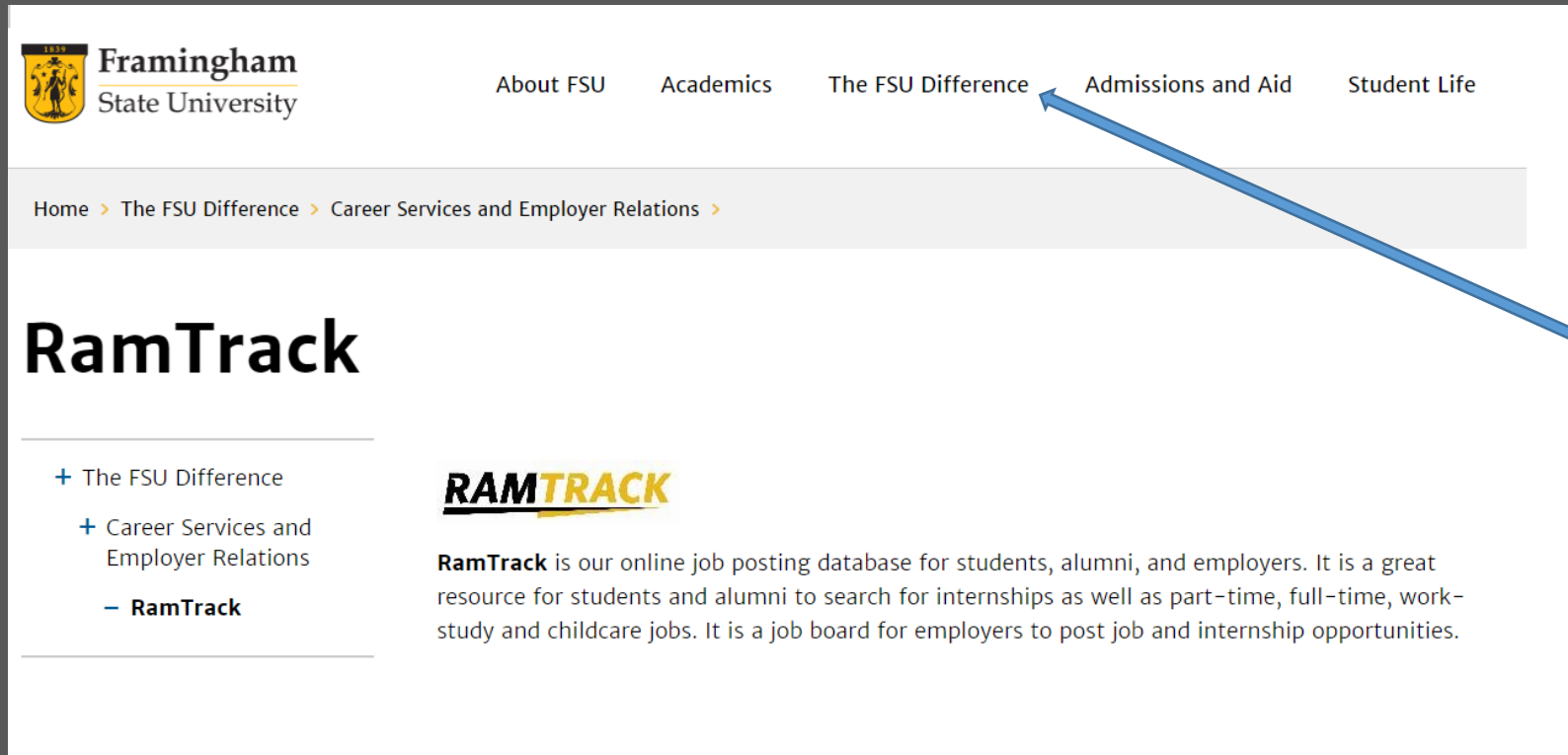
RamTrack: A Complete How-To Guide For Employers

Career Services & Employer Relations

508-626-4625 | MC 412

<https://www.framingham.edu/the-fsu-difference/career-services/RamTrack/index>

What Is RamTrack?



The screenshot shows the Framingham State University website. At the top left is the university logo and name. A horizontal navigation menu includes links for 'About FSU', 'Academics', 'The FSU Difference', 'Admissions and Aid', and 'Student Life'. Below this is a breadcrumb trail: 'Home > The FSU Difference > Career Services and Employer Relations >'. The main heading is 'RamTrack'. On the left is a sidebar with a list: '+ The FSU Difference', '+ Career Services and Employer Relations', and '- RamTrack'. The main content area features the 'RAMTRACK' logo and a paragraph describing it as an online job posting database for students, alumni, and employers, used for finding internships and job opportunities.

RamTrack is Framingham State's online job posting database for students, alumni, faculty/staff, & employers alike! Visit Career Services & Employer Relations at Framingham.edu under the tab "The FSU Difference", you'll find the link to RamTrack on the left-hand sidebar!

Registering & Logging in

Want to post a
job on
RamTrack?
Find the link to
register here!



Employer Login

Current and New RamTrack for employers: Visit the link

<https://employer.gradleaders.com/Framingham/Employers/Login.aspx?jprid=5614>

Current Ramtrack users may utilize their prior login credentials

- **First Time users** must register - "1st Time Users" is located in small letters underneath the Sign In gold tab "**Create a New Account**" and follow the prompts to create your Ramtrack account. Once you submit your registration you will have a "pending status" until a Career Services administrator activates the profile, which changes your status to "approved."
- After registering, you will be able to post your current positions immediately. **In order to post your new job or internship opportunity, select the "Job Postings" tab at the top of your home page.** Click on the "Add +" icon, follow the prompts, and click on "save." When you create a new job or edit an existing job, the job will have a "pending status" until the Career Services administrator edits the job status making it "approved."
- You can also register for active Framingham State University Career Events by selecting the "**Events**" tab at the top of your home page. Lastly, complete the online registration form and submit.

Once registered, you will have full access to visit RamTrack and log in to your account to post other opportunities at any time.

If you have any questions, please call the office at 508-626-4625. Thank you again for recruiting with us!

We've provided a list of tips to help you located on our "RamTrack" page at Framingham.edu! Make sure to check back here if you have any questions or trouble registering.

Registering & Logging in

RAMTRACK

Career Services & Employer Relations



Framingham
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Welcome to the Employer System!

This recruiting tool is designed to help you easily locate the best candidates for your organization's needs. Please sign in with the account information that was provided to you.

Returning Users:

Enter your username and password below

Username:

Password:

Username is required.
Password is required.

Sign In

[Clear](#)

1st Time Users: [Create a New Account](#)

Forgot Password?

If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions.

Email Address:

Find My Account

Technical Notes:

This application relies on the usage of internet cookies. Optimal cookie settings will vary depending on your browser, but you must have your browser configured to accept cookies to use the GLCC application. Currently, GradLeaders supports Internet Explorer versions 8 & 9 along with the latest version of Mozilla Firefox and Google Chrome.

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Returning
user? Click
here!

First time
user? Click
here!

Wednesday Employer Showcase

Every Wednesday from 9 a.m. to 6:00 p.m. we give up to **6 employers** a space in the lobby of our student center to reach out to our students. This is a great way to informally network with the FSU student body and to market your full time job and/or internship opportunities!

View & edit
your profile
here!

View/Add
current & past
job postings
here!

Dashboard Overview

Keep an eye out
for important
messages from
Career Services
to the left-hand
side of the page!

The screenshot shows the RAMTRACK dashboard for Framingham State University. The top navigation bar includes links for Home, Logout, and Help. The main navigation menu contains: My Dashboard, Candidate Search, Job Postings, On Campus Requests, Interviews, Events, and Document Library. The dashboard is divided into several sections:

- Profile Information:** Includes links for View Profile and View Organization Profile & Contacts.
- Job Postings:** Features a 'Post a New Job' button and a listing for a 'Marketing Director' position with details like 'Applicants: 0', 'Posted: 1/10/2018', and 'Expires: 4/10/2018'. A 'View all' link is also present.
- Resume Book Subscriptions:** Allows users to select between 'Students' and 'Alumni' for resume book access.
- Important Messages:** A section for entering employer messages.
- Event & Interview Requests:** Contains text about the Wednesday Employer Showcase, a link to an 'online reservation form', and contact information for career services.

Blue arrows point from the text annotations to the 'View Profile' link, the 'Marketing Director' job listing, the 'Important Messages' section, and the 'online reservation form' link.

Find the link for the online request
form for On-Campus Recruiting
opportunities here!

Navigating Your Dashboard

Schedule a room for interviews on-campus here!

View & upload your documents for job postings here!

Check out & apply for company events here!



Search through students & alumni registered on RamTrack as potential candidates!

Post new positions & search through past expired positions here!

View status of on-campus recruiting event requests here!

Your Contact Profile


RAMTRACK
Career Services & Employer Relations

Home | Logout | Help
Framingham
State University

My Dashboard | Job Postings | On Campus Requests | Interviews | Events | Document Library

Contact Profile

You may edit your company profile by clicking on the edit link below.

[edit contact information](#) 

Company Name:

Contact Type:

Salutation:

First Name:

Middle Initial:

Last Name:

Preferred Name:

Job Title:

Department:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Postal Code:

Country:

Phone:

Alternate Phone:

Fax:

Email:

Share contact information with students?:

This is your **Contact Profile**, the page all your main contact information for your company/organization can be found & edited! This makes it easier for students and alumni to contact you directly!

Click to edit your information here!

Your Organization Profile

RAMTRACK
Career Services & Employer Relations


Home | Logout | Help
Framingham State University


My Dashboard | Job Postings | On Campus Requests | Interviews | Events | Document Library

Profile | Contacts

Organization Profile

This is how your company profile appears to candidates and career services. If you wish to change any information, click on the edit icon below.

 Change Organization

[edit Organization information](#) 

Company Name:

Company Description:

Branch / Division:

Industry:

Search Firm?:

Region:

Address Line 1:

Address Line 2:

City:

State:

Country:

Postal Code:

Share Company Information with Students?:

Company Website:

Company Phone:

Company Fax:

Major/Concentration:

This is your **Organization Profile**, the page all the information for your company or organization, including the name, address, website, phone number, and more can be found!

Click to edit your information here!

Organization Contacts

The screenshot displays the RAMTRACK website interface. At the top left is the RAMTRACK logo with the tagline "Career Services & Employer Relations". At the top right is the Framingham State University logo with navigation links for Home, Logout, and Help. Below these is a yellow navigation bar with links for My Dashboard, Job Postings, On Campus Requests, Interviews, Events, and Document Library. The main content area has tabs for Profile and Contacts, with Contacts selected. The title "Organization Contacts" is displayed in orange. Below the title is a message: "This is the screen message for employer viewing contacts tab". A table with four columns is shown: Contact Name, Mailing Address, Phone, and Email. The table is currently empty. At the bottom, there is a copyright notice for GradLeaders, LLC and a "POWERED BY GRADLEADERS" logo.

RAMTRACK
Career Services & Employer Relations

Home | Logout | Help
Framingham
State University

My Dashboard | Job Postings | On Campus Requests | Interviews | Events | Document Library

Profile | **Contacts**

Organization Contacts

This is the screen message for employer viewing contacts tab

Contact Name	Mailing Address	Phone	Email

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This page is linked with your **Organization Profile** and allows you to add multiple contacts for your company or organization that can be viewed and used by students and alumni!

Job Postings

Add & export new job postings here!

Filter to view your posts here! You'll be able to see what posts are pending, modified, deactivated, etc.

The screenshot shows the RAMTRACK interface for Framingham State University. The main navigation bar includes 'My Dashboard', 'Job Postings', 'On Campus Requests', 'Interviews', 'Events', and 'Document Library'. The 'Job Postings' section has tabs for 'All Jobs', 'Current', and 'Past'. Below these are 'Add' and 'Export' buttons. A status filter is set to 'All Jobs'. A table displays the following job listing:

Job Title	Applicants	Position Filled?	Status	Posted	Application Deadline Date	Refresh Posting?	Copy To New Posting
Marketing Director	0	No	Inactive	1/10/2018	4/10/2018 11:59 PM		

At the bottom, it shows 'Viewing 1 - 1 of 1' and 'Show 25 results per page'. The footer includes 'Copyright © 2005-2018 GradLeaders, LLC. All rights reserved. | Terms of Use' and 'POWERED BY GRADLEADERS'.

This is your **Job Postings** page, where you can view both current and past listings as well as add new postings for your company or organization! You'll be able to view the job title, number of applicants, whether the position was filled, current status, and the application deadline date! You can also refresh a posting due to expire or copy it to a new posting!

Job Posting Form

The screenshot shows the RAMTRACK Job Posting Form interface. At the top, the RAMTRACK logo is displayed in large, bold, black and yellow letters. To the right, the Framingham State University logo and name are visible, along with navigation links for Home, Logout, and Help. Below the logo, a navigation bar contains links for My Dashboard, Job Postings, On Campus Requests, Interviews, Events, and Document Library. The main heading is "Job Posting Form". Below this, a sub-heading "POSITION INFORMATION" is followed by three fields: "Job Title", "Organization Name", and "Organization Description". The "Job Title" and "Organization Name" fields are simple text input boxes. The "Organization Description" field is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color. At the bottom of the form, there are tabs for "Normal", "HTML", and "Preview", and a status bar showing "Words:0 Characters:0".

Enter the **Job Title** here!

Enter your **Organization or Company Name** here!

Enter the **Organization Description** here!

This is the **Job Posting Form!** Here, you enter your information about the job you want to post to RamTrack! Students and alumni will be searching the information that you enter here, so make sure you fill the form out as completely as possible! Career Services will review this form for legitimacy post it to RamTrack upon approval.

Job Posting Form

Enter the No. of Openings here!

Enter the Work Schedule & No. of Hours here!

Enter the Wage Salary & Start/End Date here!

The form contains the following fields and sections:

- No. of Openings**: A text input field.
- Work Schedule**: A text input field.
- Hours per Week**: A text input field.
- Wage/Salary**: A text input field.
- Employment Start Date**: A text input field.
- Employment End Date**: A text input field.
- Job Description**: A rich text editor with a toolbar and a status bar showing "Words:0 Characters:0".
- Qualifications**: A rich text editor with a toolbar.

Enter the Job Description here!

Enter the Qualifications here!

Job Posting Form

Enter all your **application details** here! This includes the deadline date, the preferred application method, resume option, and the job audience.

The screenshot shows a web form titled "APPLICATION DETAILS". It contains several sections:

- * Application Deadline Date:** A date field set to "4/23/2018", a calendar icon, and time dropdowns for "11" and "59" with "PM" selected.
- * Job Application Method:** A section with "Clear All" and "Select All" links, and a list of checkboxes: "Email", "Website", "Resume Drop", and "Other".
- * Resume Required?:** A section with "Clear All" and "Select All" links, and checkboxes for "Yes" and "No".
- Job Posting - Updated By:** A text input field.
- Job Posting - Updated Date:** A date input field.
- Job Audience:** A section with "Clear All" and "Select All" links, and a list of checkboxes: "Undergraduate", "Senior", "Freshman", "Sophomore", and "Junior".

At the bottom right, there are two buttons: "Save" and "Cancel". A blue arrow points from the "Save" button to the text on the right. Another blue arrow points from the "APPLICATION DETAILS" header to the "Application Deadline Date" field.

Click here to **save and submit!** Career Services will then review and post your listing once approved!

On-Campus Requests

Click here to register for our **On-Campus Career Fair!**

Click here to reserve an **Interview room!**

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Career Services & Employer Relations

Home | Logout | Help
Framingham State University

My Dashboard | Job Postings | **On Campus Requests** | Interviews | Events | Document Library

On Campus Requests

Below is the information regarding requests

OCR Event Type: All Requests

Outstanding (0) | Confirmed (0) | Declined (0)

Career Fair

Interview Room Reservation Only

« First | Previous | Next | Last »

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This is where you can submit requests for on-campus events such as our **Career Fair!** You would join other employers showcasing your company and job opportunities to students! You can also **request an interview room** to interview with students about potential positions with your organization!

Career Fair Request Form

All of your
company/organization
information will appear
here!

Select what
event you would
like to attend and
add any
comments or
requests here!

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My Dashboard Candidate Search Job Postings **On Campus Requests** Interviews Events Document Library

Add new OCR Request

OCR Event Type:
Organization Name:
Industry:
Organization URL:
Primary Contact:

Career Fair

Please select the event you would like to attend below. You will be contacted once we receive your request.

OCR Event Type Career Fair

* Preferred Event

Comments or Special Requests
Please note any special needs or comments for the Career Services team in the space provided.

Career Fair Request Form

* Degrees Sought Clear All | Select All

- Certificate
- Associate's
- Bachelor's
- Master's
- MBA
- Ph.D.
- ...

* Major(s) Clear All | Select All

- Accounting-General
- American Sign Language-Deaf Studies
- American Sign Language-English Interpreting
- Art History-General
- Biochemistry-ACS Approved Program
- Biochemistry-General
- ...

* Job Categories Clear All | Select All

- Account Management/Planning
- Accounting/Auditing
- Actuarial
- Administration
- Administrative/Support Services
- Advertising
- ...

* Position Types Clear All | Select All

- Full-Time Entry Level
- Full-Time Experienced
- Temporary / Seasonal
- Part-Time
- Childcare/Eldercare
- CHOICE Internship

This portion of the form is where you check off what degrees/majors you're looking for as well as the job categories and position types! This helps us, the students and you find the perfect fit!

Interviews


RAMTRACK
Career Services & Employer Relations

Home | Logout | Help
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My Dashboard | Job Postings | On Campus Requests | **Interviews** | Events | Document Library


Interviews

Current (0) | Past (0)

 Interview Room Reservation Only

« First | Previous | Next | Last »

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Click here to
request an
**Interview
Room!**

Here is where you request an **Interview Room** for on-campus interviews with students! On-campus interviews allow you to meet and interview with students that are interested or applying to listings that you post on **RamTrack!**

Interviews

The screenshot shows the RAMTRACK web application interface. At the top, there is a navigation bar with the RAMTRACK logo and the text "Career Services & Employer Relations". To the right of the logo is the Framingham State University logo and name. Below the navigation bar is a menu with options: My Dashboard, Candidate Search, Job Postings, On Campus Requests, Interviews (highlighted), Events, and Document Library. The main content area is titled "Add new OCR Request" and contains several form fields: "OCR Event Type:", "Organization Name:", "Industry:", "Organization URL:", and "Primary Contact:". Below these fields is a section titled "Interview Room Reservation Only" with a sub-section "Custom Message for Rooms Only Request". This section contains a text input field for "Position/Event Title". Below this is a "Date Preference" section with three rows: "1st Choice", "2nd Choice", and "3rd Choice", each with a date input field and a calendar icon. The final row is "Number of Rooms Needed" with a numeric input field. At the bottom right of the form are two buttons: "Submit" and "Cancel".

Your
company/organization
information will appear
here!

Enter the
Position/Event title,
your preferred dates,
and the number of
rooms needed here!

Click here to save and
submit!

Candidate Search

Returning users and Employers who have a history coordinating with Framingham State and CSER may search and view student & alumni candidates and their resumes **here**. The CSER office will provide returning employers with a **code** to access this page.

For the safety and security of our students and alumni, new users and employers cannot access this page without verification of legitimacy from the CSER office.

RAMTRACK
Career Services & Employer Relations

Framingham State University

My Dashboard Candidate Search Job Postings On Campus Requests Interviews Events Document Library

Add New OCR Request

Organization Event Type:
Organization Name:
Industry:
Organization URL:
Primary Contact:

Interview Room Reservation Only
Custom Message for Rooms Only Request

* Position/Event Title

Date Preference

* 1st Choice

* 2nd Choice

* 3rd Choice

* Number of Rooms Needed

Submit Cancel

CSER Contact Info

If you have any questions, comments, or concerns, feel free to contact Framingham State Career Services & Employer Relations! We're here to help.

508-626-4625 | McCarthy Center, Suite 412

careerservices@Framingham.edu

<https://www.framingham.edu/the-fsu-difference/career-services/contact-us/index>