On-Campus Employer Guide

How to navigate the
Career Connections Opportunities Board

CAREER CONNECTIONS
OPPORTUNITIES BOARD
JOBS, INTERNSHIPS, NETWORKING

WELCOME!

This guide will help you navigate our online job system—the Career Connections Opportunities Board. With this system, you'll be able to keep your profile updated, post jobs/internships and hire student employees.

LOGGING IN

Step 1: Go to www.plu.edu/studentemployment/ and click Supervisor Resources.

Step 2: As a registered user, simply type your username, which is your PLU email address (if your login does not work, try using your original PLU e-mail address, ePass@plu.edu) and password (default password is "PLU"), then click "Login".

NOTE : If you do not have an account, click the "Click here to register" link. All on-campus employers already have been entered. Please search for your office or department, and select it (rather than creating a new organization profile). Once you've located your office, complete the profile and click the "Register" button. If you cannot find your department, please contact Tommy Skaggs.

HOME

After you have logged in, you will be on the Home page. The first time you login, update your contact information (if necessary) and click "Continue."

Useful tools on the Home Page:

Announcements — Important announcements about Career Connections, PLU students, and upcoming events.

Resource Library — You will find this user guide and other helpful tools.

I Want To... Report a Hire— Use this link to hire student employees.

My Task List— This list will show all of your pending tasks, including new applicants for active jobs.

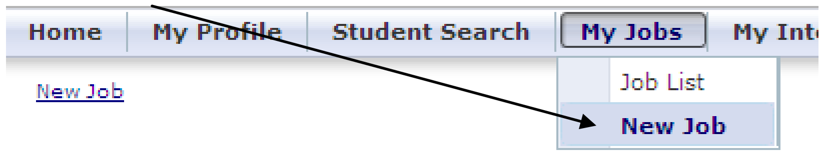
Calendar — You will see your jobs that are expiring.

MY PROFILE

- The first time you log into the system, you'll see your profile. Here's what you'll do:
    1. Click an **[Edit]** button on one of the sections.
    2. Update your password.
    3. Check (or add) information, like your job title, or phone number.
    4. Click the "Save" button at the bottom of the screen.
    5. On the next page, click the "Continue" button at the top of the screen.
    6. You're all set up, and ready to post jobs and hire students!
- Choose this menu option to update your contact information (password, phone #, email, title, etc).
- If you need to update employer information (i.e., office name, phone), please email Tommy Skaggs (skaggsts@plu.edu) to request changes.

How do I create a new job?

STEP 1: Choose **My Jobs>New Job** (from the navigation bar at the top) to create a new job posting.



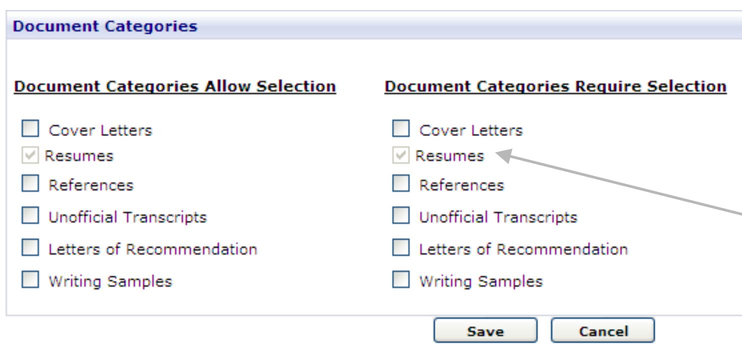
STEP 2: Complete the form with the information about the job.

STEP 3: In the "**How to Apply**" box, write "*Click the 'Apply Now' button above*."
If you have any specific application requests (i.e. a custom job-related question or request special documents), list that information in the "How To Apply" field.

STEP 4: Under the "Posting Information" Section:

- You may specific screening criteria (such as a minimum GPA).
- You may choose whether or not to show your contact information with the posting
- The Post Date is the day you want the posting to go onto the Opportunities Board. The Expiration Date is the day you want the post removed from the site. Make these fields today's date if you don't want it posted at all.

STEP 5: Under the "Documents Categories" Section:



You may allow and/or require applicants to attach certain documents with the application (such as a resume or cover letter). Select this option here.

The system default is to require a resume with application, therefore you will not be able to de-select this box. HOWEVER, unless it's specified as required in the "How to Apply" box (in posting information section), the office of Student Employment will override this function and students WILL be able to apply without submitting a resume.

STEP 6: Submitting the Job

- Click Save
- You'll be directed to a page that shows all of the job information. Scroll to the bottom, and make sure the status says "Pending" in Control Information.

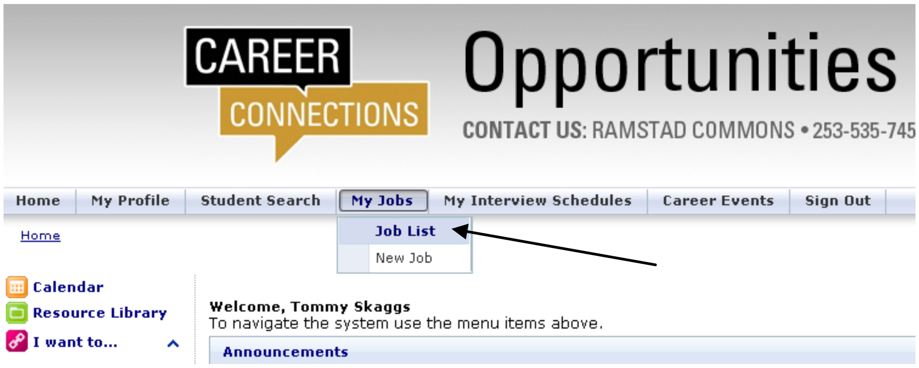
- **SUCCESS!** The job is now awaiting approval by the Office of Student Employment. When the job is approved, you will receive an automated email notification.

MY JOBS

Job List

Accessing jobs you've previously created

Choose **My Jobs>Job List** (top of the page) to view a list of all job postings you have created. This will bring up a list of all jobs posted now (Active) and jobs posted in the past (inactive)

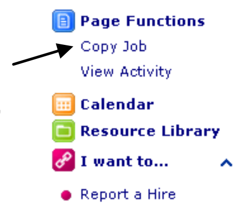


How do I edit an existing Active job?

Click on the Job ID or Job Title to view your job's details. If you edit a job, it will be reviewed by the Office of Student Employment before it is reposted to the Career Connections Opportunities Board for student viewing.

How do I repost jobs that are inactive?

Click on the Job ID or Job Title to open the job's details. On the left under Page Functions, select "Copy Job". This will create and open a new version of your posting. Make any edits, and change the Post Date and Expiration Date.



What do the Job statuses mean?

Pending—All new jobs and edited jobs will be marked with this status. It is waiting to be approved by the Student Employment Office.

Active—After a job is approved by our office, we will assign your job this status.
NOTE: You can close this job, by opening it and clicking [Close Job] on the menu on the left of the page.

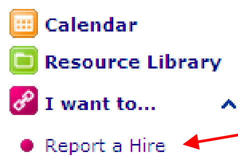
Closed by Employer—This is the status assigned when you close the job.

Inactive—When a job expires, it will be assigned this status. <u>You can still place hire requests for inactive jobs.</u>

HOW TO HIRE
A STUDENT

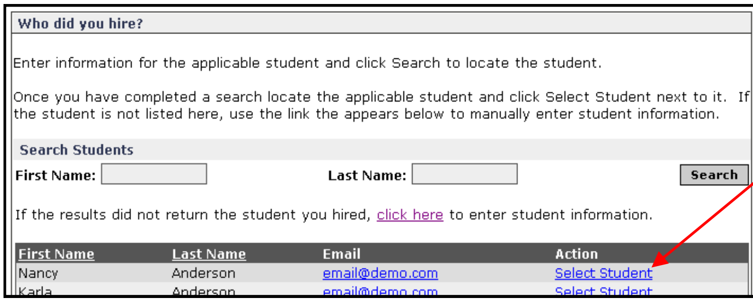
"Report a Hire" is the function you need to use in order to hire your chosen applicant(s).

STEP ONE: Click the "**Report a Hire**" link located on your Home page navigation bar (located at far left of page).



STEP ONE: Click "Report a Hire" to begin!

STEP TWO: Search for the student you hired. Then, click "Select Student" next to his/her name.

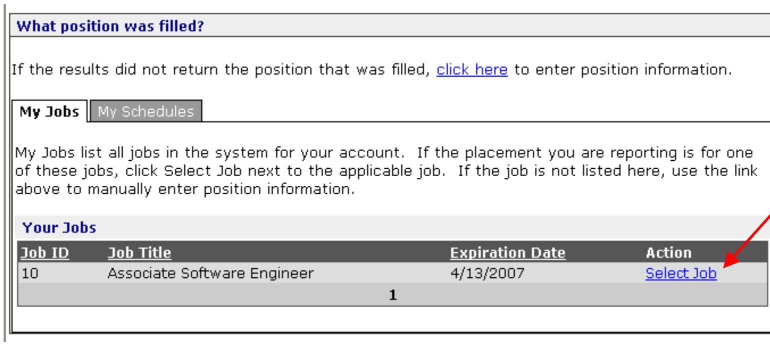


When you find your student, click "Select Student" next to the their e-mail address.

TIPS ON SEARCHING FOR THE CORRECT STUDENT:

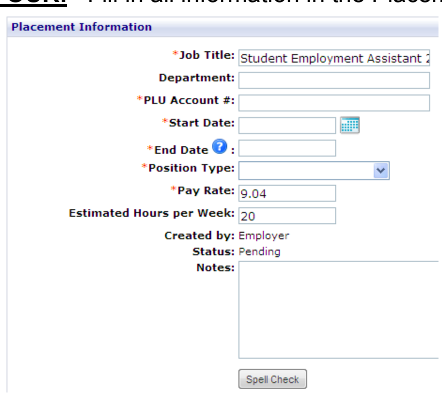
(1) Search by their first name or last name only to insure correct spelling and/or possible nicknames
(2) Verify their PLU maintained e-mail address
(3) If you absolutely can't find the student you wish to hire, use the "click here to enter student information" feature and fill in as much info as you can. Also, type their student ID in the "Notes" field mentioned in Step Four below. *(Using this feature can potentially cause a delay in paperwork processing in the Student Employment Office)*

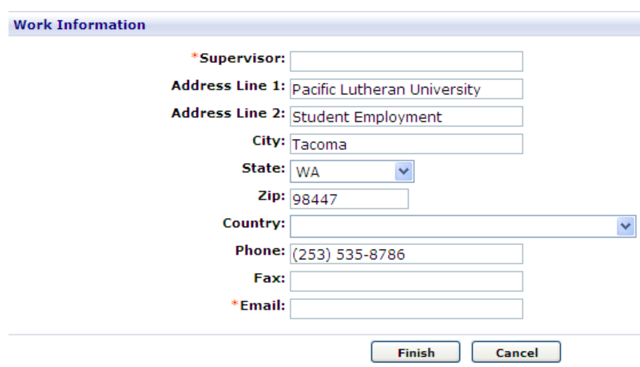
STEP THREE: Select the job/position for which this student was hired.



STEP THREE: Select the job you hired the student for.

STEP FOUR: Fill in all information in the Placement Information and Work Information on the next page. Then click Finish!





NOTE: Please do not forget to enter your PLU Department Account #.

NOTE: The Office of Student Employment cannot approve the hire before confirming the student has the required paperwork on file (I-9 and W-4). If the job requires a background check, Student Employment cannot approve the hire until the background check is successfully completed.

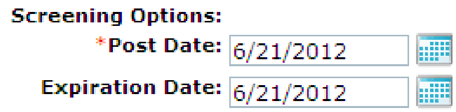
JOB FAQs:

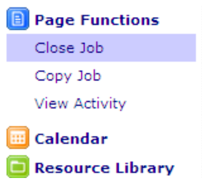
When will my job be available to students to view?

When the Student Employment Office approves your job, we will change the status to Active and it will go-live on the Post Date listed. If the Post Date has passed, the job will go-live immediately upon approval. When we approve and post your job, you will receive an email notification. It will stay live on the posting site until the Expiration Date.

I don't want to have my job available to view on the site. I only want to hire a student OR enter a job to hire at a later date. How do I do this?

When creating a job, under the "Posting Information" box, set the **Post Date** and the **Expiration Date** both to today's date. When the job is saved, the Student Employment Department will know NOT to post the job online.





How do I close a job before the expiration date?

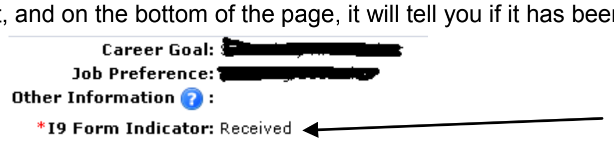
Click on your job to view the details. At the top of the job you will see [Close Job]. Click on that link to close your job. The status will change to "Closed By Employer" and it will no longer be available to students.

How do I re-post a job?

Copy your job into a new job record by clicking on [Copy Job] under the page functions when viewing the job profile.

How do I know if a student has completed the I-9 and W-4 forms?

First, ask the student if they've completed the forms. If they have, excellent. If not, send them to the Student Employment Office. We will confirm whether or not the student employee has an I-9 and W-4 form on file before approving a hire. The hire will not be approved until the student has completed these forms. If the forms have not been completed, we will notify the student and employer by e-mail. Also, if you want to check for yourself, click the student's name on the hire request, and on the bottom of the page, it will tell you if it has been received or not.



How do I view job Placements (hires) or Referrals (applications)?

Choose **My Jobs>Job List**. Next to each job, on the far right, you will find the Activity column.

- **R is for Referrals** — Click the R to view a page of students that have applied for this position. Click [View] next to their names to see their responses to the application questions.

- **P is for Placements** — Click the P to view job Placements of previously hired students. After you click the "P" it will also give the status of the approval for the hire.

Contact the Office of Student Employment

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