

Career Connections Opportunities Board

# On-Campus Employer Guide

How to log in, post a job, and hire a student

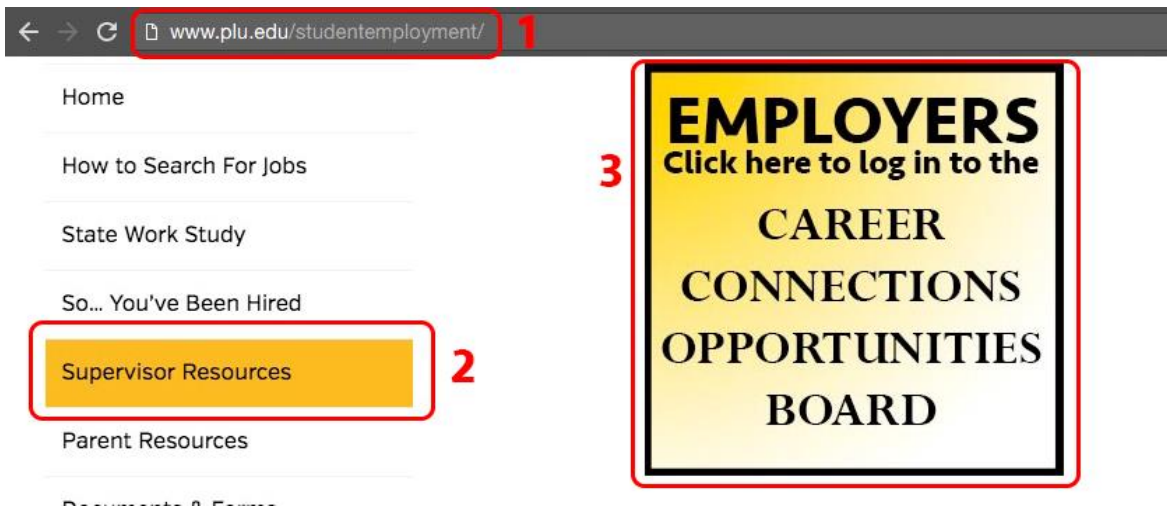
## Welcome to the System

On June 1, 2017 PLU Career Connections launched the new Opportunities Board system. On-campus departments use the Opportunities Board to advertise jobs, collect applications, and report hires to the Student Employment Office.

If you have any questions or difficulties using the system, please contact the Student Employment office at [stuemp@plu.edu](mailto:stuemp@plu.edu).

## Login:

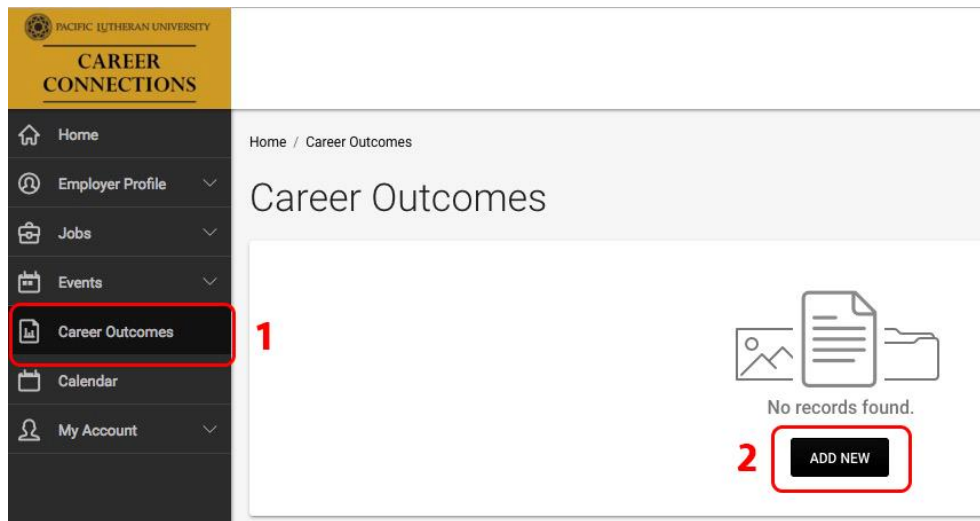
- 1) Go To: [www.plu.edu/studentemployment](http://www.plu.edu/studentemployment)
- 2) Click the yellow “Supervisor Resources” tab on the left
- 3) Click the big login button



- 3) The next page will ask for your full PLU e-mail address as your username, and your password (*the password may be different from your ePass password*). If you don't know your password, click “Forgot Password” and an e-mail will be sent with instructions to reset.

## Hire a Student:

- 1) After logging in, click “Career Outcomes” on the left navigation bar
- 2) Click “Add New”



- 3) Fill Out information on the hire request & Click SUBMIT

The end date can *only* go thru 5/31/2018 because this is the end of the fiscal year. If you intend to employ the student past this date, you will be able to re-enter the student in May.

The “Notes” field is to alert our office of any exceptions or special instructions for the hire.

Student \*

Job Title \*

PLU Org# \*

It is acceptable to just enter your 4-digit dept. number if the full account starts with 110001.  
Example: 110001-1234-6201-11 can be entered as "1234".

Hourly Rate \*

Example: 11.50

Start Date \*

End Date \*

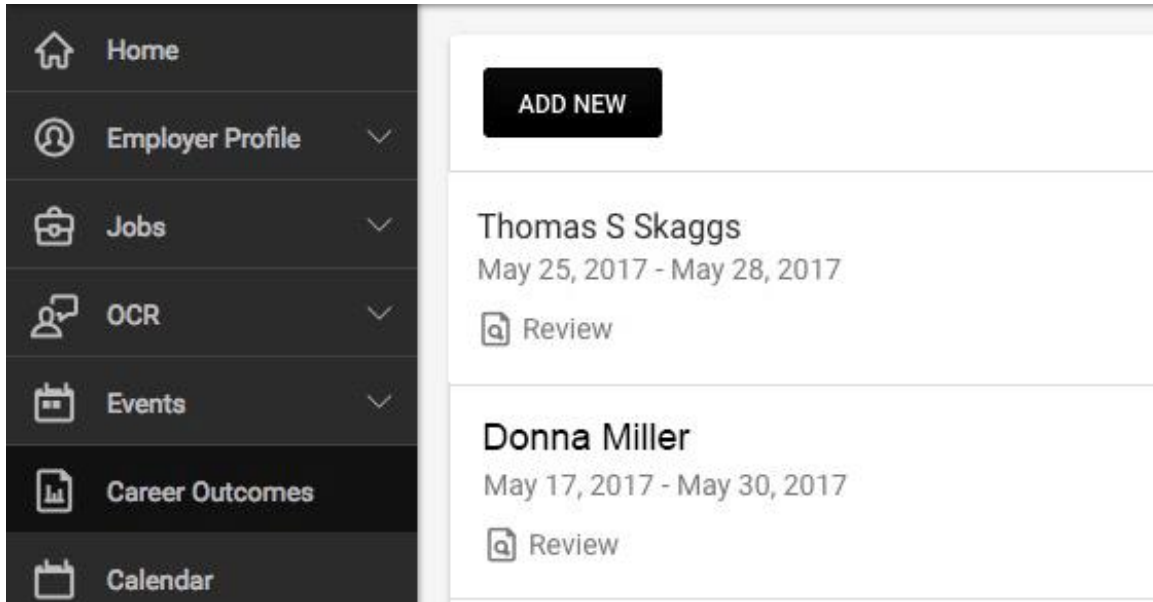
Supervisor Name \*

Notes

## Track Hire Request Status:

1) After submitting a hire request, you can click “Career Outcomes” and see a list of all hires you’ve submitted. Click “Review” to open the record.



2) Scroll to the bottom of the review page to see the status of the hire, including any notes about why there is a delay in processing.

### Student Employment

Processed By Student Employment?

Yes - Processed & Clear to work

Banner Code

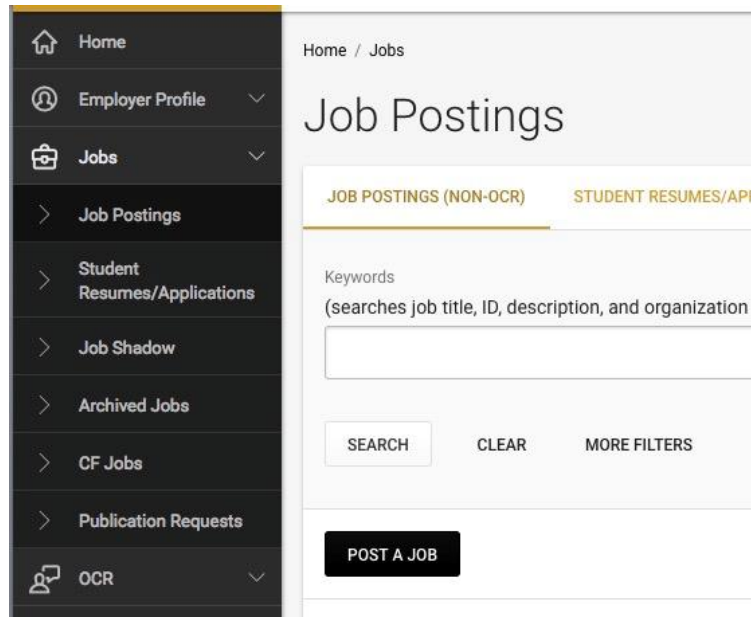
NON-00

Entered Date

5-18-17 TS

## Post a Job:

1) Go to: Jobs > Job Postings then click “Post a Job”



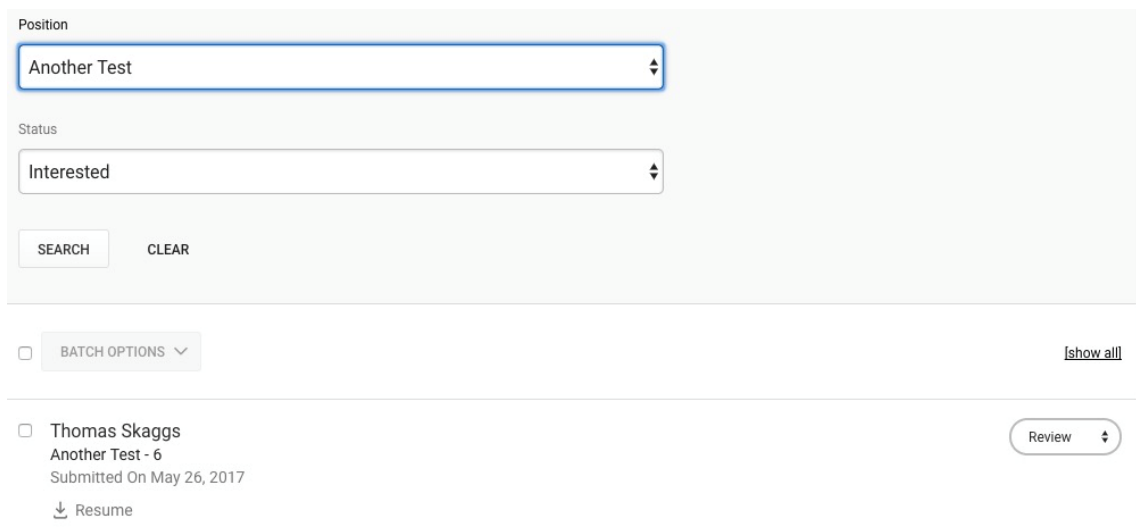
2) If you have a job on file that you want to re-post, use the pull-down box, and select the job you want to copy. This will pull in all the information from that job and let you edit it.

3) Fill out the rest of the fields on this page and click “Submit” or “Save and Finish Later”. Please note the required fields are marked with an “\*”.

## Review Applications:

1) Depending how you set up your job, you can receive resumes in different ways. If you are collecting applications via the system, go to Jobs > Student Resumes/Applications. This will pull a list of all applications.

2) Sort by Job or Status. You can give each application a status and a ranking. These are viewable to only you.



3) Option 2: Go to Jobs > Job Postings, then click the Green button on the far right to review applications.

**POST A JOB** SORT BY: Expiration Date ▾

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**Test Job**  
Tacoma, Washington - Part Time  
ID: 4  
Expiring on May 19, 2017 Posted On May 15, 2017  
 Withdraw

**0**  
Applicants

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**Another Test**  
Tacoma, Washington - Student Employment  
ID: 6  
Expiring in 2 days Posted On May 23, 2017  
 Withdraw

**1**  
Applicant

Showing 1-2 of 2 results