

Off-Campus Employer Guide

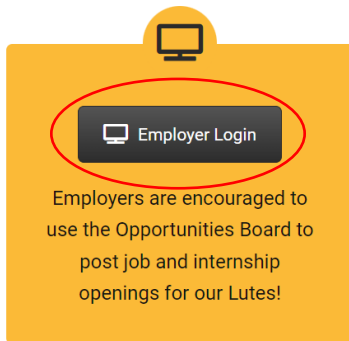
Welcome to the Opportunities Board!

If you have any questions or difficulties using the system, please contact:

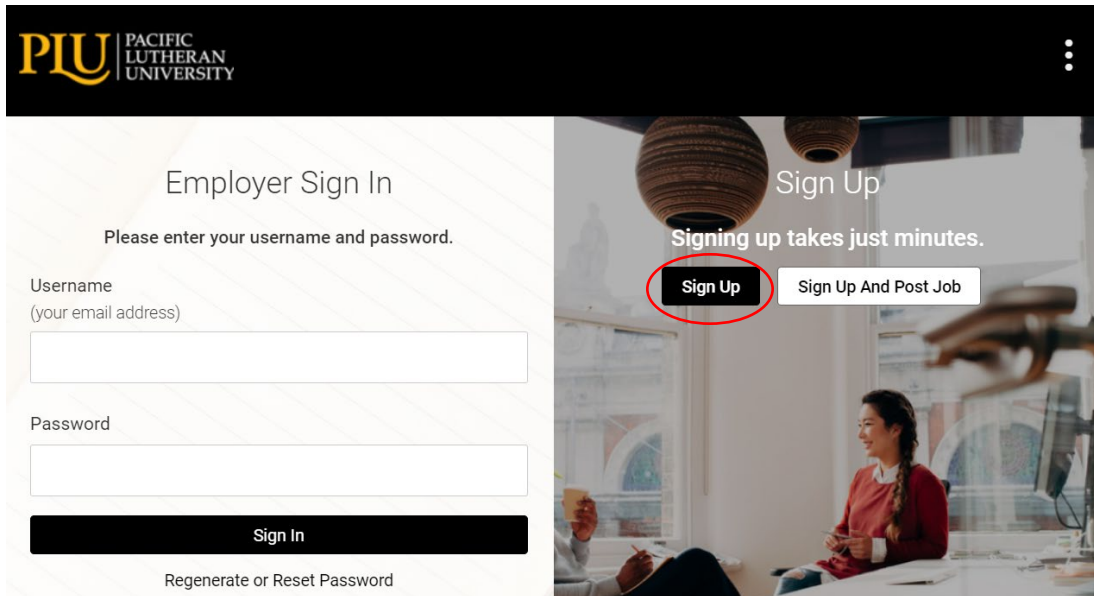
Brandi Hilliard at bhilliard@plu.edu or (253) 535-7740

To Register:

- 1) Go to our [Opportunities Board page](#)
- 2) Scroll down and click “Employer Login”



- 3) In the new page, select “Sign up”



- 4) You will receive an email after your registration has been approved with login information.

Note: It may take 1-2 business days for your registration to be approved.

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To Post a Job:

- 1) Log in to the Opportunities Board
- 2) Go to the right-hand menu and select “Create Job Posting”



- 3) Fill out the fields in the form, once finished select **Save** and then select **Submit**. Be sure to save your work before you exit your browser or turn off your computer if you have not yet posted your job.

Note: We cannot accept a posting unless the following fields are completed:

- Salary
- Location
- Expiration Date
- Work Authorization
- Position Type
- Job Description
- Job Title

We recommend for the Resume Submission Method you select either “email” or “other.” When entering the location, give the system a moment to generate suggestions from which you can select your desired location.

Location *

Type in the desired location and select from suggestions or hit enter. To add a nationwide location, type in a country name such as "United States".

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- Tacoma, WA, USA
- Tacoma, NSW, Australia
- Tacoma, ND, USA
- Tacoma, Monmouth, ME, USA

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Review Applications:

There are three different ways by which you can review applications for jobs you post.

Option 1: If you are collecting applications via the system, go to Jobs > Student Resumes/Applications. This will pull a list of all applications. You can then sort by Job or Status. You can give each application a status and a ranking. These are viewable to only you.

The screenshot shows a web interface for reviewing applications. At the top, there are two dropdown menus: 'Position' with 'Another Test' selected and 'Status' with 'Interested' selected. Below these are 'SEARCH' and 'CLEAR' buttons. A 'BATCH OPTIONS' dropdown is visible on the left, and a 'show all' link is on the right. A list of applications is shown below, with one entry for 'Thomas Skaggs' for 'Another Test - 6', submitted on May 26, 2017. A 'Resume' download icon and a 'Review' button are associated with this entry.

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

The screenshot shows a job postings page. At the top left is a 'POST A JOB' button. On the top right, there is a 'SORT BY: Expiration Date' dropdown. Two job listings are displayed. The first is 'Test Job' in Tacoma, Washington - Part Time, with ID: 4, expiring on May 19, 2017, and posted on May 15, 2017. It has 0 applicants and a 'Withdraw' button. The second is 'Another Test' in Tacoma, Washington - Student Employment, with ID: 6, expiring in 2 days, and posted on May 23, 2017. It has 1 applicant and a 'Withdraw' button. At the bottom, it says 'Showing 1-2 of 2 results'.

Option 3: If you set your job to collect applications by “Other” students will apply via your instructions, and not be collected in our system.