CAREER CONNECT

Empowering Businesses With Local Talent Careerconnect.jobspeaker.com

Guide for Employers

REGISTER IN JUST A FEW EASY STEPS.

1. Go to: https://careerconnect.jobspeaker.com

2. Click "Sign Up"

3. Enter your information and click "Sign Up"

AFTER YOU LOG IN AS AN EMPLOYER YOU ARE ABLE TO:

- Post a Job or Internship

- Manage Applicants

- Register for Job Fair Events

- Search for Candidates

*For detailed instructions see page 2 for "After you Log In"

jobspeaker™

AFTER YOU LOG IN

- If you are logging in for the first time, you will be prompted to complete a new profile
- Update your settings by clicking on the drop-down arrow at the top right corner of the screen. Here you can enter contact information, title, and other information that you would want students to see. Click Save
- Remember to manage the job applications after posting a job/internship

Post a Job or Internship

1. Click on Jobs in the left navigation menu
2. Click on "Post Job" located on the top right-hand side corner
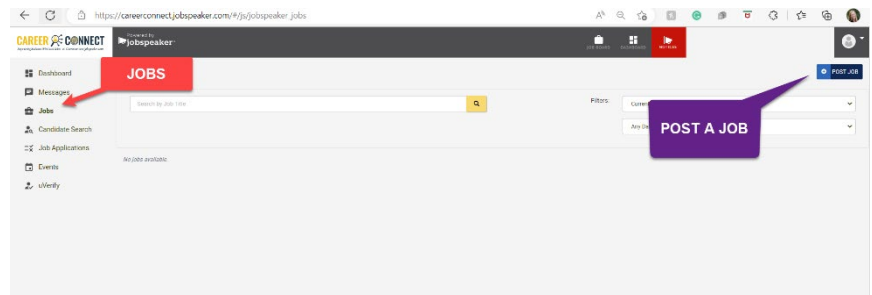
3. Complete relevant information for posting –
   a. Required information is designated with an "*"
   b. For unpaid positions, make a note in compensation field (eg: This is an unpaid internship)
   c. For all internships add "Intern" to the Job Title
   d. Include links to any online application under "External Application Link." Jobspeaker will generate an application for your review if you do not have an external link
4. All School Boards will be selected to post
   a. "Post to Jobspeaker Board" – to publish job to all students on Jobspeaker across the state
5. Click on "Post" to finalize the position
6. College Staff will approve the job posting and publish to students
7. To edit the listing, locate the Job Title and click "Edit" to the right of the listing
8. Edit the Job description, click save

Manage Applicants

9. From your dashboard, click on "Job Applications" on the left navigation menu
10. Locate the Job Title to manage and click "Manage Apps" to the right of the listing
11. A list of applicants will appear. Review each application by clicking "Review"
12. Employers may print, reject, give an offer, set up an interview, and make notations about the applicant
13. Employers may download a list of applicants into a csv file