jobspeaker™

Employer User Guide

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Employer Account

How to Sign Up

Manual Sign-up Instructions

1. Type in school URL E.g "school.jobspeaker.com"
2. Click "sign in" on the top right hand corner of your screen
3. Under "Need an account?" Click on "Employers"
4. Enter your Email, Password, First Name, Last Name and Company Name then click "Sign Up"
5. If you are logging in for the first time, you will be prompted to complete a new profile

Creating Employer Profile

When creating a Jobspeaker account for the first time you will be prompted to the following information:

1. **Contact Information:** First Name, Last Name, Office Location
2. **Company Information:** Name, Website (if applicable), Industry, Company Size, About your Company
3. **Referral Details:** Who Referred you? (If applicable) & How did you hear about Jobspeaker?
4. **Opportunities:** Employment, Engagement Opportunities, and Work Based Learning Opportunities

Links:

a. **Suit Case:** brings you to your Job board
b. **House**: brings you to your dashboard, personalized learning pathway, and more
c. **Bullhorn Icon:** shows you any recent messages or notifications
d. **Profile Image Icon:** provides you access to your **Account Settings** as well as allows you to **Sign In/Out**

Job Board

Description: Jobspeaker's job board is unlike any other- it provides you a personalized view into the job market based on the skills you have amassed in your career. By default the job

board shows you jobs from lots of sources to help you find jobs that match your needs. The jobs from your institution are listed first, then jobs from the Jobspeaker network, then jobs that we pull from the wider job market.

View:

- There are two views, the list view and the job card view – you can switch views using the icons in the top right of the page
    - The Job board view is defaulted to the "job card view".
    - At the top of each Job is the Location of the Job, Company name, and the Job Title. Then you will see a brief description of the position that is hiring as well as when it was initially posted and from where it was posted. E.g "Posted on Jobspeaker" or "Posted on indeed.com"

    - **On the bottom of the "job card" you will see three options:**
        - **Hide:** Removes the Job from current search
        - **Info:** Show you more information about the job with full job description, location, and more.
        - **Save:** When you click save, the job will be saved to your MyJobs list located in your Dashboard.

    The left hand side contain these search features:
- **Saved searches:** Any searches you do on the job board, you will have the ability to save those searches.
- **Filter:**
    1. *Location*: You can filter your Job search by location and distance e.g. within 50 miles of the location listed. Jobspeaker defaults your location to the location listed on your profile. You can always change the location to your preference
    2. *Job Type*: You can filter your job search by the types of jobs that interest you E.g On Campus, Contract, Internship, Part-time, Full-time, Apprenticeship, Volunteer Work, Seasonal etc.
    3. *Other/Personal Skills*: You can filter your job search by the skills earned through previous work experience or education (non-verified). These skills are those of which one has personally added on their Jobspeaker profile in the skills section.

Dashboard

Overview: Welcome to your personal Dashboard. From here you can access all the features of your Jobspeaker account.

On your Dashboard you will see 2 tabs in the center
1. Active Jobs you have
2. How many Jobseeker Applications you have

*Below you will see any **Announcements**, **Upcoming Events**, and **New Jobseeker Applications**

On the left you will see the following Tabs:

- **Messages** - Send messages to staff, faculty and your peers instantly. You can also communicate with any employers that you are involved with from here.
- **Jobs -** Here you will be able to see any jobs you have posted from your company
- **Candidate Search –** Search through the Jobspeaker database for a specific candidate/jobseeker
- **Job Applications -** Any applications you receive from a jobseeker will be listed in this tab. You can go through the applications to see which applicant is best suited for your company.
- **Events** - See Events that you have been invited to, here. You can also add any events personal to you and keep on top of your busy schedule.
- **uVerify –** Any verification needed from faculty/staff will be sent to you once the student has completed the verification form

Messages

Overview: In your message center one will be able to send and receive instant messages from staff and faculty of your school, employers you are in communication with as well as your peers.

How to Send a Message
1. Click the "+ New message" box in the right hand corner.
2. Just search for a recipient by entering their name in the recipient box and write your message in the box below the recipient name.
3. When you are done click "Send" on the bottom right

*You can also send messages to more than one recipient at a time if you wish to create a group message. All your messages will be saved on the left column.

Jobs

How to Post a Job
1. Go to your Dashboard
2. Click on the "Jobs" tab
3. On the top right, click on the "Post Job" button
4. You will be prompted to fill out the following information: **Title, Type of Job, Location, Industry** (optional), **position** (optional), **Education Level** (optional), **Experience Level** (optional), **Number of Available Positions, Salary (**optional**), Skills, Description of the Job, Closing Date, External Application Link** (if applicable)
5. Once all the information is filled out , you will be able to choose which of the following School boards you would like to post your job listing
6. Once you have double checked the information you can then click "Save" and it will be posted to the Job boards you selected.

   *Approval by an admin may be required before your job appears on a school board.

Candidate Search

Overview: Search for Students/Jobseekers or potential candidates based on role, title, location and/or skills needed for a position. Matching candidates will appear as cards below where you can review their profiles. You will also be able to save candidates as well as access your saved candidates in this tab.

Search By:
1. **Job Title**
   - Find candidates based on job title in their resume and/or profile
2. **Student Name**
   - Find candidates by their name
3. **Zip Code**
   - Find candidates based on zip code
4. **Add Skill**
   - Find candidates based on required or desired skills. Select or enter skills that you'd like candidates to have.

Saved Candidates
1. Go to the "Candidate Search "tab
2. Click on "View Saved" at the top right. Here you will see all the candidates you saved.
3. You will be able to suggest a job to any of your saved candidates by clicking on the drop menu, select suggest job and click "Apply".

4. You will then search for the job you wish to suggest. You can also add any notes for the candidate to see.
5. Once you are done click the "Share" button at the bottom right.

Job Applications

Overview: On this page you will be able to manage your applicants for any jobs posted within your company.

How to get Started – Job Applications
1. Go to your Dashboard
2. Click on the "Job Application" tab
3. In the search bar, you will be able to look up application by job or applicant name
4. You will be able to filter the Jobs: **Open & Closed Jobs, Open Jobs, Closed Jobs**
5. Jobs listed below are those that have applications

Applications by Job

Job Title	Close Date	Applications	Hires	
Front-End Web and Mobile App De veloper	Closed (01/31/18)	1	1	✏ Manage Apps

Manage Applicants
A. To manage the applications click on the "Manage Apps" button next to the blue pencil
B. You will be able to filter applications by: **All Statuses, Open, Interviewing, Offer Approved & Sent, Rejected, Rejected- Changes Requested,** and **Hired**
C. Once you select the application you wish to view, click on the "view" button next to the blue pencil
D. Here you will be able to view the **Interview Dates**, **Offer Information**, **Application details,** as well as any **Status Changes**

Work Based Learning

Overview: On this page you can see all of the students currently involved in a Work Based learning/Work Experience opportunity.

Select any student/record and see the details of the opportunity, including any established objectives, timesheets and all parties involved.

Work Based Learning: Students are given the opportunity to receive college credits through workplace learning. Some schools and companies will allow students to earn college credits for work/internships (in or out of their field of study. Paid, unpaid, or volunteer placements are eligible.

Events

Under the "Events" tab you can view all of your upcoming events, as well as add notes to those events and even add an event
1. Click on your Dashboard
2. Click on the "Events" tab
3. This will take you to a list of upcoming events
4. Click on the event to get more information like type of event, location date, time, contact person, and any fees associated with the event.
5. Add "notes" to events by clicking on the event and then clicking the "add note" button.

How to Add Event
1. Click on Dashboard
2. Click on "Events" tab
3. Click on the "Add Event" button in the top right hand corner of your screen.
4. You will need to add the following information:
   - Title, Type of Event, Hosted Online or not, Location, Start and End Time, Details of the Event

Can Guest Register?
   - They will be entering, name , email , and how they heard of the event (will not have access to a Jobspeaker account)

uVerify

Overview: 3 Step process to verifying if a student is working with a specific company

If verification has been requested from the Employer, the supervisor on record will receive an email notifying them of the pending verification.

How to View the uVerfiy Request of a New Employee
1. Go to Dashboard

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2. Click on the "**uVerify"** tab
3. You will see a list of Employees you have been requested to verify.
4. Find the Employee you wish to verify, then click on the "**View button"** next to the blue pencil.
5. You will be able to view the complete record and are given the option to **"Agree"** or **"Disagree"** and send it back for revisions.
6. Once you **Agree** the record is fully verified.

Account Settings – Employer Account

Settings & Security

A. Account Settings

How to Change Contact Information
1. Click on the profile image icon on the top far right
2. Click on "Settings & Security"
3. Click on Account Settings
4. Change any of the following **Contact information**(as needed): **First Name, Last Name, Email, Location Name, Location Phone & Location Address,** then click the "Save" button.

B. Profile Settings

How to Change/Update your Profile Settings
1. Click on the profile image icon on the top far right
2. Click on "Settings & Security"
3. Click on "Profile Settings"
4. You can change and add your **'Title', 'Bio'**, '**Phone Number' and 'Social Networks'**

C. Search Settings

How to Change/Update default filters on your Job Board
1. Click on the profile image icon on the top far right
2. Click on "Settings & Security"
3. Click on "Search Settings"
4. Here you can change several filters to your Job search: **Location, Radius, Job Types**

5. Here you can also add skills to your search by clicking on the "+Add Skills" button on the bottom left

D. Email Addresses

How to Change/Add an email to your profile
1. Click on the profile image icon on the top far right
2. Click on "Settings & Security"
3. Click on "Email Addresses"
4. You will be prompted to confirm your email by clicking on "confirm" button
5. If you would like to Add an Email click on the "+Add Email" button on the top right, then enter your email and click on "Add"

E. Change Password

How to Change password
1. Click on the profile image icon on the top far right
2. Click on Settings & Security
3. On the left hand side, under "Settings & Security" click on Change Password
4. You will be prompted to Type in your current password as well as the new password you wish to use.
5. Once you are done click "Save"

Email & Notifications

How to choose what notifications you would like to receive by email
1. Click on the profile image icon on the top far right
2. Click on "Email & Notifications"
3. You will be given the option of receiving email notifications for: **Job Applications, Job Verifications, Job Expirations** and **Messages**
4. Choose the type of notifications you would like to receive by email, then click on the button on the right hand side. **(Green means On / No color means Off)**