

Job Postings

The Job Postings section displays active local job postings, student resumes, OneStop Multi-School Postings, and Publications. Students may submit resumes (along with other requested documents) to your job postings, and contacts can review and manage student applicants. Additionally, contacts may view student profiles of applicants.

Job Postings Overview Screen

- I. View job postings by clicking on “Post a Job” from the top navigation bar.
- II. View active local jobs list. Review and/or edit posting details by clicking on the position title.
- III. Create a new local job by clicking on the “Add New” button.
- IV. Review/manage student applicants by clicking on “Student Resumes”
- V. “Archived Job Postings” tab allows you to view jobs previously posted.
- VI. “Publication Request” will allow you to review application packets generated during the job review/management process.

Job Postings Screen

The screenshot shows the 'Job Postings' section of a web application. At the top is a navigation bar with links: Home, Account, Calendar, Profile, Post A Job, Resume Books, OCR, Employment, Surveys, Events, Networking, and Exp. Learning. Below the navigation bar, a welcome message 'Welcome, Anne Acker.' is displayed. The main content area has a 'job postings' header and a tabbed interface with 'Job Postings', 'Student Resumes (non-OCR)', 'Archived Jobs', and 'Publication Requests'. A search section includes a 'Keywords' input field, a 'Contact Name' input field, and 'Search' and 'Clear' buttons. Below the search section is a table with columns: Job Title, ID, Description, Type, Major(s), Start, End, and Approved. The table contains two rows: 'Aeronautical Analyst' and 'Airline Pilot'. At the bottom left of the table is a '+ Add New' button. Blue arrows with numbers I through VI point to specific UI elements: I points to 'Post A Job', II points to the 'Aeronautical Analyst' link, III points to '+ Add New', IV points to 'Student Resumes (non-OCR)', V points to 'Archived Jobs', and VI points to 'Publication Requests'.

Job Title	ID	Description	Type	Major(s)	Start	End	Approved
Aeronautical Analyst	268	Understands flying	Full Time	Fine Arts/Graphic Design	Oct 13, 2010	Oct 29, 2010	✓
Airline Pilot	269	This individual flies planes coast to coast.	Full Time	Economics, Education, Engineering, Social Sciences, , , , Agriculture, , , , , , , Hotel and Rest...	Oct 06, 2010	Oct 30, 2010	✗

Create Job Postings

- I. Create a New Job Posting by clicking on the “Add New” button, inputting a position title, description, requested documents, and posting and deadline dates, and then click Submit.
- II. Select “Copy Existing” if you would like to copy a previous posting.
- III. “Save and Finish Later” will save a partially finished job posting to be completed later.

job postings

 **Please note:** III recruiting (OCR) positions should be entered in the on-campus recruiting (OCR) section.

Submit ▶ Save And Finish Later ✕ Delete ✕ Cancel * indicates a required field

Position Information

Job Title*:

Copy Existing: Pick a position from which you'd like to copy data
Please review and edit your job title when copying a job
 Show Archived

Position Type*:
 Full Time
 Internship
 Part Time
 Summer
 Work Study

type of internship:

Restrict Applications: Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set
 yes no

Job Description*:



Student Resumes

- I. View a list of students who have applied for available positions online by clicking on the Student Resumes tab.
- II. View resumes by clicking on the document icon in the Resume column.
- III. Remove applications by clicking on the “Delete Application” button in the options column or through batch options by checkmarking desired applicants and clicking the button.
- IV. Set the applicant status to help with organizing and categorizing applications.
- V. Communicate with applicants via email by checkmarking target individuals and then clicking Mail to Checked, a web-based mail wizard.
 - Send personalized emails to an unlimited number of recipients by inputting a Subject, Message Body, etc.
 - Utilize the mail merge fields in the Available Fields box.
 - Initiate a mailing by clicking “Next”, and then clicking the Send Messages button.
- VI. Create an Excel sheet of student information by checkmarking desired applicants and clicking Save as Excel.
- VII. Generate packet of student resumes by checkmarking desired applicants and clicking generate book.

The screenshot shows the 'job postings' interface with the following elements:

- Navigation Tabs:** Jobs, **Student Resumes (non-OCR)**, Archived Jobs, Publication Requests.
- Filters:** Position, Status, Office, Clear.
- Batch Actions:** Mail to Checked, Save As Excel, Generate Book, Delete Applications.
- Table Columns:** Last Name, First Name, Position, Documents, Date Submitted, Options, Status, Student Availability, Coop Job Offer, Approval by School, Rank.
- Table Data:**

Last Name	First Name	Position	Documents	Date Submitted	Options	Status	Student Availability	Coop Job Offer	Approval by School	Rank
Flintstone	Fred	Aeronautical Analyst (268)		Oct 07, 2010 11:53:00 am	✕ Delete Application	Not Qualified				Select
Franks	Brent	Aeronautical Analyst (268)		Oct 07, 2010 11:52:00 am	✕ Delete Application	Reviewed				Select
Jones	Bob	Aeronautical Analyst (268)		Oct 07, 2010 11:53:00 am	✕ Delete Application					Select
Flintstone	Fred	Airline Pilot (269)		Oct 07, 2010 11:54:00 am	✕ Delete Application	Accepted				Select
Griffin	Peter	Airline Pilot (269)		Oct 07, 2010 11:54:00 am	✕ Delete Application	Declined				Select