

Employer Guide

Posting Your Internship in the *Job Finder* System at Yavapai College.

This guide will help you navigate through our *Job Finder* System. At our website, you will be able to keep your employer profile updated, view and add internships.

Registering/ Logging in

1. Go to our website: <http://www2.yc.edu/content/studentemployment> and choose which employer you are (On-Campus or Off-Campus Employer). Then, click on the “Job Finder” link.
2. If you are a registered user, simply type your username and password, then click Login. If you have never registered, click the “Click here to register” link. Fill out your profile and click the Register button.

NOTE: If you forgot your password, you can click the “Forgot your password?” link to have it reset and emailed to you. This link is on the Login Page.

After you have logged in, you will be on the Home page.

Internship FAQ's

How do I create a new internship? Choose My Jobs> New Job to create a new posting. In the posting information under “Position Type” select Internship.

How do I edit an existing internship? Choose My Jobs to view a list of all postings you have created. Click on the Internship's ID or Title to view the details. If you edit a posting, it will be reviewed by our office before it is reposted to students.

What do the Job statuses mean?

Pending—All new internship and edited internships will be marked with this status.

Active—After an internship is approved by our office, we will assign your posting this status. NOTE: You can close this internship, by opening it and clicking [Close Job] at the top.

Closed by Employer—This is the status assigned when you close the internship.

Inactive—When an internship expires, it will be assigned this status.

My Profile - Choose this menu option to update your contact information (password, phone #, email, etc). NOTE: Under the Employer profile, you can opt into our Employer Directory. You can choose to have just your Company display or also your contact information.

When will my internship post to students?

Once your posting is accepted by our office, we will change the status to Active and it will post on the Post Date listed. If the Post Date has past, then it posts as soon as we accept it.

When will my posting expire?

When the expiration date is reached. You may edit this date if you want your internship posted online for a longer period of time.

Internships are managed by the **Career Services Office** at Yavapai College

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Michael-Brown@yc.edu

Verde Valley Campus – 928-634-6527
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