

Employer Guide: How to navigate the Job Finder System

WELCOME EMPLOYERS!

*This guide will help you navigate through our **Job Finder** System, which is located at <http://www2.yc.edu/content/studentemployment>. In our website, you will be able to keep your profile updated, view and add jobs, and sign up for upcoming Career Fairs.*

Registering/ Logging in Step 1: Go to our website: <http://www2.yc.edu/content/studentemployment>
Next, choose which employer you are (Yavapai College Employer or Community Employer). Then, click the “Job Finder” link.

Step 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.

Home

After you have logged in, you will be on the Home page. Here you will find four useful tools:

Announcements — Listed is our phone number and email address if you need personal assistance.

Resource Library — You will find this Employer Guide.

Quick Links —

- **My Task List**— This folder will show all new resume referrals (you will also be notified via email when a student applies to one of your job postings).
- **Saved Searches**—You will find any student searches that you have saved.

Calendar — You will see jobs that are expiring for your company and any upcoming Events.

My Jobs

How do I create a new job?

Choose My Jobs> New Job to create a new job posting.

How do I edit an existing job?

Choose My Jobs to view a list of all job postings you have created. Click on the Job’s ID or Job Title to view your job’s details. If you edit a job, it will be reviewed by our office before it is reposted to students.

What do the Job statuses mean?

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

Active—After a job is approved by our office, we will assign your job this status.

NOTE: You can close this job, by opening it and clicking [Close Job] at the top.

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

Inactive—When a job expires, it will be assigned this status.

My Jobs cont.

How do I create or view job Placements or resume Referrals?

Choose My Jobs and next to each job you will find the Activity column.

R is for Referrals — Click the R to view students that have applied.

P is for Placements — To let us know about a new hire, click “Report A Hire.” Or, click the P to view existing job Placements.

If you are reporting a new hire you will be stepped through the wizard:

Step 1: Click on the Report A Hire link

Step 2: Search for the Student you hired

Step 3: Click Select Student to make a selection

Who did you hire?

Enter information for the applicable student and click Search to locate the student.

Once you have completed a search locate the applicable student and click Select Student next to it. If the student is not listed here, use the link the appears below to manually enter student information.

Search Students

First Name : Last Name:

If the results did not return the student you hired, [click here](#) to enter student information.

First Name	Last Name	Email	Action
Jean	McCoy	jason@cspresearch.com	Select Student
Lauren	McCoy	lmccoy@university.edu	Select Student
Lisa	McCoy	lmccoy@university.edu	Select Student
Aaron	Mccoy	mccoy_aaro@university.edu	Select Student
Kelly	Mccoy	mccoy.kell@university.edu	Select Student
Natalie	McCoy	natalie@university.edu	Select Student

1

My Profile

Choose this menu option to update your contact information (password, phone #, email, etc). *****Please change your password ASAP.*****

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.

JOB FAQs:

When will my job post to students?

Once your job 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 job expire to students?

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

How do I close a job before the Expiration date?

Click on your job to view the details. At the top of the job you will see [Close Job]. Click on that link to close your job. The status will change to “Closed By Employer” and it will no longer be available to students.

(Don't forget to create a placement if you hired one of our students! See “My Jobs” for steps.)

I'm filling out a job for the first-time. What are these fields?

Applicant Type—Choose all applicant types that you want to be able to apply to your job. Work-Study are those students with a Federal Work-study award. Non Work-Study – no Federal Work-study awards.

Show Contact Info—Choose Yes to also show your contact information to students who view your job posting. Choose No if you don't want it shown to students.

Allow Online Referrals— Choose Yes to allow students to apply online. You will receive an email as the students apply. Please be sure to check your email routinely if you select Yes. Choose No if you prefer to receive resumes or student contact outside of the system (be sure to fill out the Application Instructions field so that students know how and where to apply)

The **Job Finder** system is managed by the Student Employment Office at Yavapai College

Prescott Campus – 928-776-2100

prescott_student_employment@yc.edu

Verde Valley Campus – 928-634-6563

greg_gallegos@yc.edu