

JOBS4JACKS

CAREER SERVICES

EMPLOYER GUIDE

Access www.jobs4jacks.sfasu.edu < click on **Employer Login** button.

New Users Registration

- Click on **Click Here to Register!** to begin
- Search and select your organization.
- Can't find it? Click on **Can't Find Your Organization**
- Complete all sections
- Click on **Register** < **Submit Profile**



NOTE: Once you have registered, your account will be in pending status and features of Jobs4Jacks will not be accessible. When your registration is approved, you will receive an email notification and have full access to Jobs4Jacks. If you do not receive your email notification within **48** hours, please contact our office.

Update Your Profile

Update Employer Information

- Click on **My Profile** < Select the **Employer Information** tab
- Edit desired fields, making sure to click **Save**
- **Note:** This is information that users can see about your company.

Update Contact Information

- Click on **My Profile** < Click on **Contact Information** tab
- Edit desired fields, making sure to click **Save**
- **Note:** Should you allow your profile to be viewable in the directory, this is the information users can see.

Create a New Job

- Place your cursor over **My Jobs** and select **New Job**
- Complete all sections with as much information as possible
 - **Application Instructions:** Enter the procedure in which an applicant may apply for this position
 - **Show Contact Information:** If "No" is selected, you contact information will not be viewable to applicants
 - **Allow Online Referrals:** If "Yes" is selected, applicants can submit their resume via Jobs4Jacks, at which time, you will receive email notification of job application and be able to view resumes online
- Click **Save**

Reposting a Job

- Need to update an old position that has already been posted on Jobs4Jacks? **It's EASY!**
- Click on **My Jobs** < **Job List**
- Select desired position and then click the link on the left hand side of the screen that says **Copy Job**
- You can then update the position and click **Save**.

Report a Hire!

- Select the drop down menu labeled **I want to...** < select **Report a Hire**
- Search the student by first and last name and click on **Search**
- Click on **Select Student**
- Click on **Select Job**
- Fill out the criteria and click on **Finish**

NOTE: Once you create or update a job, your position will be in pending status. Should your position be approved, you will receive an email notification.

Update Current Job

- Select [My Jobs](#) and select [Job List](#)
- Click on the [Job ID](#) of the position you would like to update
- Edit desirable fields, making sure to click [Save](#)

Close a Job

- Select [My Jobs](#) and select [Job List](#)
- Click on the [Job ID](#) of the position you would like to close
- Under the [Page Functions](#) menu, select [Close Job](#) < Click on [OK](#)

Setup On-Campus Interviews

- Select [On-Campus Interviews](#) and select [New Schedule Request](#)
- Complete the schedule request form < Click on [Save](#)

NOTE: Once your interview schedule has been approved, you will receive an email confirming your on-campus interviews. If you have any questions about on-campus interviews or how to create a schedule, contact Career Services at (936) 468-3305.

Register for a Career Event

- Click on [Career Events & Info Table/Session Requests](#)
- Without entering criteria, click on [Search](#)
- You will see a list of all current Career Events (Career Fairs, Teacher Job Fairs, etc.)
- To view details about the event, click on the Career Event's name
- To register, click on [Register](#) and complete Registration Information

NOTE: Once you register for an event, you will be able to immediately print the invoice (click on [Invoice](#)). Also, you will receive a confirmation email that will direct you to the payment site. If you have questions or need to make changes after your registration has been confirmed, contact Career Services at (936) 468-3305.

Info Session/ Info Table Request Information

- Place cursor over [Career Events & Info Table/Session Requests](#) and select [Request Information/Table Session](#)
- Fill out the criteria on [Event Information](#), [Event Details and Registration Information](#)
- When finished, click on [Submit Request](#)

NOTE: After you have submitted your on-campus recruiting request, you will receive an email confirming the approval of your request and specific information regarding your visit. Please allow at least **48** hours to process your recruiting request.

Search for Resumes

- Click on [Student Search](#)
- Choose your criteria (i.e. major; classification) and click on [Search](#)
 - To view all students, do not choose criteria and click on [Search](#)
- View, sort or create a resume packet by clicking on [Create Packet](#)

Resume Books

- Click on [Resume Books](#)
Choose which area to search (i.e. college, department, or major) < Click on [Search](#)

Questions about Jobs4Jacks?

Contact Career Services at (936) 468-3305, email careerservices@sfasu.edu
or stop by and visit us on the 3rd floor of the Rusk Building!