



FACULTY GUIDE

Access www.jobs4jacks.sfasu.edu and click on **Faculty Login**.

New Users Registration

- To set up your account, you must contact Haley Hoskins at (936) 468-2139 to receive your username and password

Update Your Profile

- Click on **My Profile**
- Click on **Edit** to edit fields within the "Personal Information" section
- Edit desirable fields, making sure to click on **Save**

Search for Students

- Place your cursor over **Student Search** and select **Student Search**
- Enter specific criteria or click **Search** to view all students
- Click on the **Last Name** of an individual student to view their profile and resume
- Create a resume packet of several students by placing a ✓ next to the First Name of each student. Resume packets may be printed or emailed.

Search for Employers

- Place your cursor over **Employer Search** and select **Employer Search**
- Enter specific criteria or click **Search** to view all employers
- Click on the **Organization Name** to view individual employers

Search for Full-time and Part-time Jobs and Internships

- Place your cursor over **Job Search** and select **Job Search**
- Enter specific criteria or click **Search** to view all full-time and part-time jobs and internships
- Click on the **Job ID** to view position specifics and how applicants are to apply

Search for Career Events

- Click on **Career Events**
- Enter specific criteria or click **Search** to view all career events
- Click on the **Career Event Name** to view event specifics

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!