Employer Guide: Jobs4Jays
SBU Jobs4Jays System

WELCOME!

This guide will help in navigating our online career system. Employers will be able to keep their employer profile updated, view and post jobs, participate in on-campus interviews, as well as register for Career Fairs and special events.

Registering/ Logging in

Step 1: Go to the Creighton Career Center home page: www.creighton.edu/careercenter

Step 2: Click on the **Jobs4Jays** logo and then click Employer Login.

Step 3: 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.

You will receive an email after your registration has been approved. While you are "pending," you can still post jobs and register for events.

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 Employer Login page.

Home

After logging in, you will be at the Home page. Here you will find 4 useful tools:

1. **Announcements** — Important announcements about Creighton Career Center services, upcoming events, and more.
2. **Resource Library** — Employer Guide and other helpful resources of information.
3. **Quick Links** —
   - Report a Hire — Let us know if your company hired a Creighton student by clicking this link.
   - My Task List — Shows all the resume referrals/submissions (you will also be notified via email when a student applies to one of your job postings).
4. **Calendar** — You will see job postings that are expiring for your company and upcoming on-campus interviews and Career Fairs.

My Profile

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

NOTE: Under the Employer profile, employers can opt into the Employer Directory. Employers can choose to have just your Company displayed and/or your contact information. This will be available to students.

My Jobs & Internships

How do I create a new job?
Choose My Jobs & Internships > Post New Job to create a new job posting.

How do I edit an existing job?
Choose Job Listings to view a list of all job postings that have been created. Click on the Job's ID or Job Title to view the job details. If a job is edited, it will be reviewed by our office before it is reposted to students.

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My Jobs & Internships

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What does Job Status mean?

Pending — Recently posted jobs that have not been approved.
Active — The job has been approved by the Career Center.
NOTE: You can close this job by opening it and clicking [Close Job] at the top.
Closed by Employer — Assigned when a job is closed.
Inactive — Expired job.

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

Choose Job Listings — next to each job is the Activity column.
R is for Referrals — Click the R to view students that have applied/submitted a resume.
P is for Placements — Click the P to view job Placements of previously hired students. See the section below for directions on how to "Report a Hire."

JOB FAQs:

When will my job post to students?

Once your job is accepted by the Career Center, we will change the status to Active and it will post on the Post Date listed. If the Post Date has passed, it will be posted as soon as we accept it.

When will my job expire?

When the expiration date is reached (default is 30 days for job postings). Dates can be edited if employers choose to post it for a longer period of time.

Will I get an email the day before the job expires?

Yes, it will be emailed to the email address listed in your profile, under My Profile.

How do I close a job before the Expiration date?

Click on the job to view the details. At the top of the job you will see [Close Job]. Click on that link. 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 a Creighton students)

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

Show Contact Info —

- Choose Yes to show your contact info section in the job posting for students.
- Choose No to hide your contact information.

Allow Resume Submission through Jobs4Jays —

- Choose Yes to allow students to submit their resume through Jobs4Jays. Employers will receive an email as the students apply online.
- Choose No if you prefer to receive resumes or student contact outside of Jobs4Jays (be sure to fill out the Application Instructions field, so students know how to apply).

Email Employer with each Resume Submission —

- Choose Yes and Jobs4Jays will email you as soon as an applicant submits their resume.
- Choose No and Jobs4Jays will NOT email you. You will need to login to view any resume submissions. To do so, follow these steps:
    1. Go to My Jobs & Internships > Job Listings
    2. Click on the desired job (by clicking on either the job ID or job title)
    3. Click the [View Activity] link at the top of the job. Now you will see the Resume Referrals that have been submitted.
    4. Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes.

Hire a student? Let us know!

Should I report a hire?

Yes! You should always report when a student is hired (both full-time and intern). Each reported hire helps in our office's efforts to report positive employment outcomes for our students. These statistics allow us to better serve both you and our students!

How do I report a hire (placement)?

STEP ONE: To report a hire, click on the "Report a Hire" link located on your Home page (next to the Calendar).

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Hire a student? Let us know!

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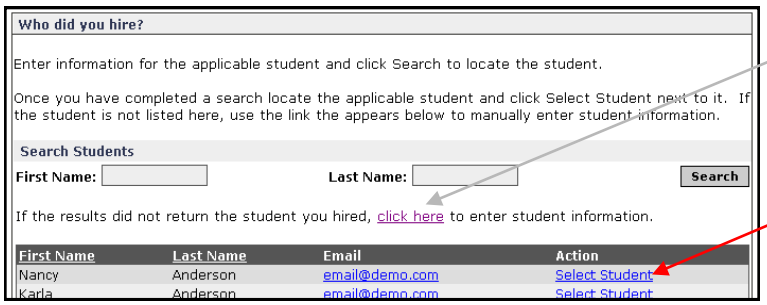
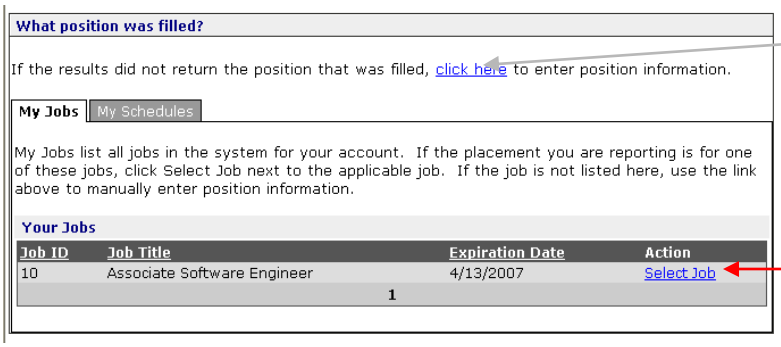
STEP TWO: Search for the student hired. Then, click "Select Student" next to his/her name.



Can't find your student? Click the "click here" link to enter his/her name.

STEP TWO: If you do find the student, click "Select Student" next to the student's email address.

STEP THREE: Select the job for which this student was hired.



Can't find the job? Click the "click here" link.

STEP THREE: Select the job for which the student was hired.

On-Campus Interview Schedules

Choose Interview Schedule List to view on-campus interview schedules.

To request a new on-campus interview schedule, select New Interview Schedule Request (under the My On-Campus Interviews menu option). The Career Center will call you to confirm your preferred interview schedule date. If you need to change the interview date or other preferences at a later time, please call the Career Center at (402) 280-2723.

How to print Resume Packets —

- **Preselect Packet:** Print the resumes of the students who have applied. To do so, follow these steps:
  1. Go to your Interview Schedule List and then click on the desired On-Campus Interview Schedule (click on the Schedule ID or job title).
  2. Scroll down to the bottom to the "Preselect Activity" section. Click "Manage List" in the upper right corner.
  3. Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes. (NOTE: This is also where you will make your selections as to whether a student is Accepted, Alternate, or Not Accepted for your Preselect Schedule. Employers will receive an email the day before selections can be made.)

- **Interview Packet:** Print the list of students that are signed up for your On-Campus Interview Schedule. To do so, follow these steps:
  1. Go to your Interview Schedule List and then click on the desired On-Campus Interview Schedule (click on the Schedule ID or job title).
  2. Scroll down to the bottom to the "Sessions" section. Click on the desired Interview Date (there might be several dates listed, if your company is using multiple interview rooms).
  3. Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes.

Career Fairs and Events

Choose this menu option to register for upcoming events including:

- Career Fairs
- Employer Events hosted by the Creighton Career Center

Contact Us!

Office hours: Monday through Friday from 8:00am-5:00pm.

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