Effective Position Posting Techniques

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Texas State Career Services
Summer 2013  |  JCK 623 Computer Classroom
Workshop Agenda

• Creating an Employer Profile
• Practice on your own
• Contacts
• Practice on your own
• Job Postings
• Practice on your own
• Best Practices
Creating an Employer Profile

- Careerservices.txstate.edu
- You are EMPLOYERS!
- J4C link in 3 places
  - Employers Page
  - Faculty & Advisors Page
  - Campus Jobs Page
Employer Login

**IMPORTANT!**

Please use a Windows PC running IE 6.x+ for the best experience. Jobs4Cats is optimized to work with Microsoft Internet Explorer version 8.0 or higher on a Windows PC. You may experience technical difficulties if using a Macintosh computer.

PopUps need to be enabled on this website.

Enter your username and password in the boxes below, and click Login.

Username:
Password:

Login

First Time User of Jobs4Cats? Click here to create your profile.

Forgot your password?

New Registration

Click First Time User Link under Login Button. Existing users may login or CREATE a profile for you old job postings.
Things to Remember About Employer Profiles

• Employer profiles are specific.
• Contacts can only share jobs within the same employer profile.
• Changes to the employer profile affect all contacts.
• You may list a departmental employment website here.

Find Your Organization:
Vice President

Records found: 14

- Associate Vice President Financial Services - San Marcos, TX
- ASSOCIATE VICE PRESIDENT FOR INSTITUTIONAL EFFECTIVENESS - JCK 1080
- VICE PRESIDENT ACADMEMIC AFFAIRS
- VICE PRESIDENT FOR ACADEMIC AFFAIRS
- Vice President for Finance and Support Services - JCK 920
- VICE PRESIDENT FOR FINANCE AND SUPPORT SERVICES -
Create Your Employer Profile
Creating a Contact

- Jobs4Cats is not updated with the university databases
- Use TXST e-mail as your username
- “Allow student viewing” lists you in the employer directory
Create Your Contact Profile
Login Again and Create a New Job Posting

Be specific about the application instructions. Detail the documents that you want submitted to apply or give the website that job seekers should view.
Job Contacts

Can be the same as the person posting the job or different. The e-mail address here will be used for notifications when applicants apply.

If you are responsible for posting jobs, but applications should be submitted to another person, put that contact information here or in the application instructions.

Remember that Job Contacts are not the same as Contacts. Only Contacts have the ability to login and view job applications if documents are submitted online. CONSIDER using the One Department – One Contact best practice.
Posting Information

Use the [CTRL] button to select more than one option. All regular wage jobs will have work authorization for citizens, permanent residents and F-1 visas.
Screening Options, Posting Dates, Contact Info and Online Applications

Screening options will keep applicants from seeing job postings. The students don’t always keep their profiles up to date, so these options may unknowingly limit job seekers.

You may show the job contact to the job seekers or keep it undisclosed. Allow online applications – select “yes” if you want the applications submitted via Job4Cats.
Jobs and Your Jobs4Cats Homepage

Resource Library – Applications, Jobs4Cats Help, student employment resources
Account Summary – quick link to your profile for updates
Task List – Job Referrals and other action steps
Calendar – Job expirations, career events and quick link to job posting
Communicating with Applicants Using the Task List

Click “View” here to pull up the next screen.
Communicating Using the Task List Continued

Click [Edit] to create your message.
Communicating Using the Task List Continued

This is the employer message text box. Click SAVE and the task disappears from your list. Students have the option of sending a message to you when he or she first apply to the job.
Communicating with Applicants Using the Job Referral List

Find the job posting using “Job List” under the My Jobs” menu item on Jobs4Cats. Click the “R” (for referrals) next to the job listing. Directions are located on this page, too.
Communicating Using the Job Referral List Continued

Click “View” next to each applicant to send an e-mail message.
Your Message Shows in the Student Task List

The student will also receive an e-mail message with the text from the message that you entered on Jobs4Cats.
Job Referral Message received by Student

The message lists the exact job posting and the e-mail address used to send the message, which should be the e-mail address of the Contact, not the Job Contact.
Student Can View and Respond to Your Message

In the same way that you added a message, the student can add one here or reply to the automatically generated e-mail message.
Best Practices for Employers

• Create employer profiles as you need them.
• Decide if you need an outside application web page.
• Use your e-mail address as your username.
• One Department – One Contact
• Archive old job postings
• Use your Jobs4Cats Homepage
• Communicate with applicants
• Close your job postings when filled
• Update the posting date on jobs posted for longer than 2 months
Questions?

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