

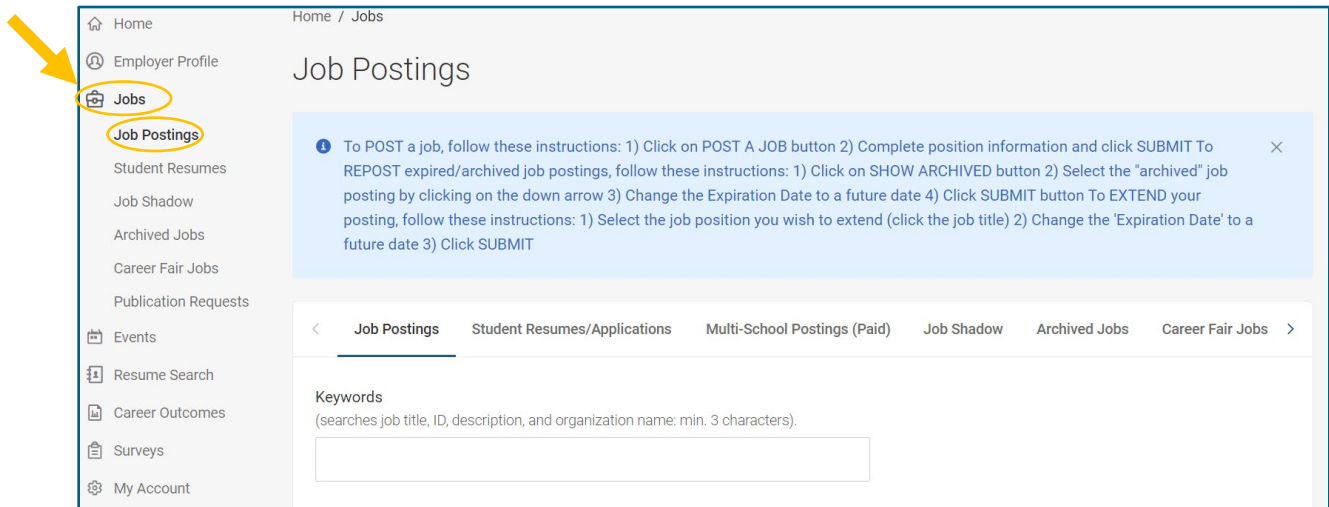


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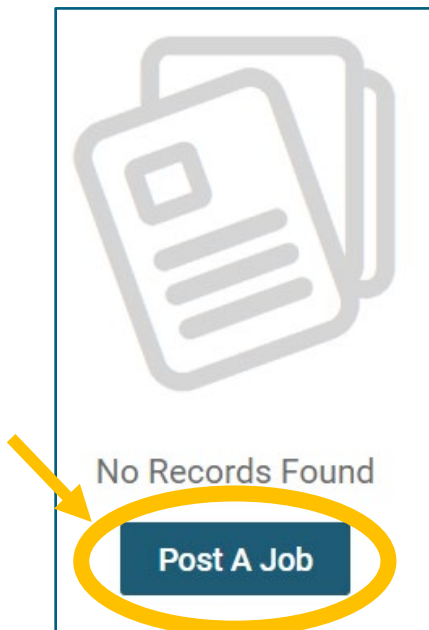
Employer Job Postings

How to **Post Jobs**

- Log into your account with your username and password.
- Click on **“Jobs”** on the left and then **“Job Postings.”**



- Click on **“Post a Job.”**



- Enter the information into the appropriate fields. Fields with an asterisk (*) are mandatory.
- First enter the **position type** and **job title**.

Position Information

Copy or Repost Position
Pick a position from which you would like to copy data.
Please review and edit your job title when copying a job

Position Type *

FSCJ Student Employment
 Full Time
 Internship
 Part Time
 Temporary/Seasonal

Job Title *

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- Then enter the **job description** and **number of openings**.

Job Description *

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Powered by Tiny



Number of Openings *

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- Next enter the **posting date** and **expiration date**.
- Then indicate whether the position is **recurring**.



Posting Date *

(Job announcement will be posted on this date.)

2024-07-25  

Expiration Date *

(Job announcement will be removed on this date.)

Recurring Job Posting? *

If set to Yes, the job will be re-posted and re-expired on the same dates every year

Yes No

Attachment(s)

(continued on following page)

- You may also enter the **compensation**.

Compensation

Early talent values pay transparency and providing compensation is required in some states by law. Add compensation information to increase views of your job and for legal compliance.

Compensation

If compensation is known, enter the compensation range and frequency. For an exact amount, enter the same number in both fields.

From: \$ - To: \$ Frequency:

Salary Level (Legacy)

(continued on following page)

- You must choose **application instructions**.

Application Instructions

Resume Submission Method *
How would you like to receive students' application materials?

E-mail: Each time a student applies to a position, an email will be sent to this address with the application materials attached.

Accumulate Online: Students' application materials will be collected online and contacts may log in to review them.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

Email Accumulate Online Other (enter below)

Automatic Application Packet Generation *
Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

Yes No

Display Contact Information To Students
If checked, please provide information in 'Contact Information' field

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- You may add required **qualifications**.

Qualifications

GPA
Please enter the minimum grade point average desired.

Graduation Date - Range Start
Please enter the desired graduation range start date.

Graduation Date - Range End
Please enter the desired graduation range end date.

Work Authorization
Please enter the desired work authorization.

(continued on following page)

- You may specify the **academic level, desired skills,** and **academic program** you're looking for.
- You must agree to the **EOE Policy** before submitting.

Academic Level
Please enter the desired class levels.

Freshman
Sophomore
Junior

Desired Skills
Get your job in front of the right candidates by adding skills to your job posting. If you don't see a skill, press enter to create a new one. Add up to 10.

Academic Program
Degree Level

Associate Degree (AA)
Associate in Science Degree (AS)
Bachelor Degree (BS, BAS)
Bachelor Degree (BSN -Nursing)
Technical Certificate

EOE Policy *
Florida State College at Jacksonville affirms the principle of equal opportunity for all persons regardless of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, pregnancy or genetic information. Equal opportunity principle applies with regard to employment, delivery of educational programs and services, and all other appropriate areas in which the College is involved.

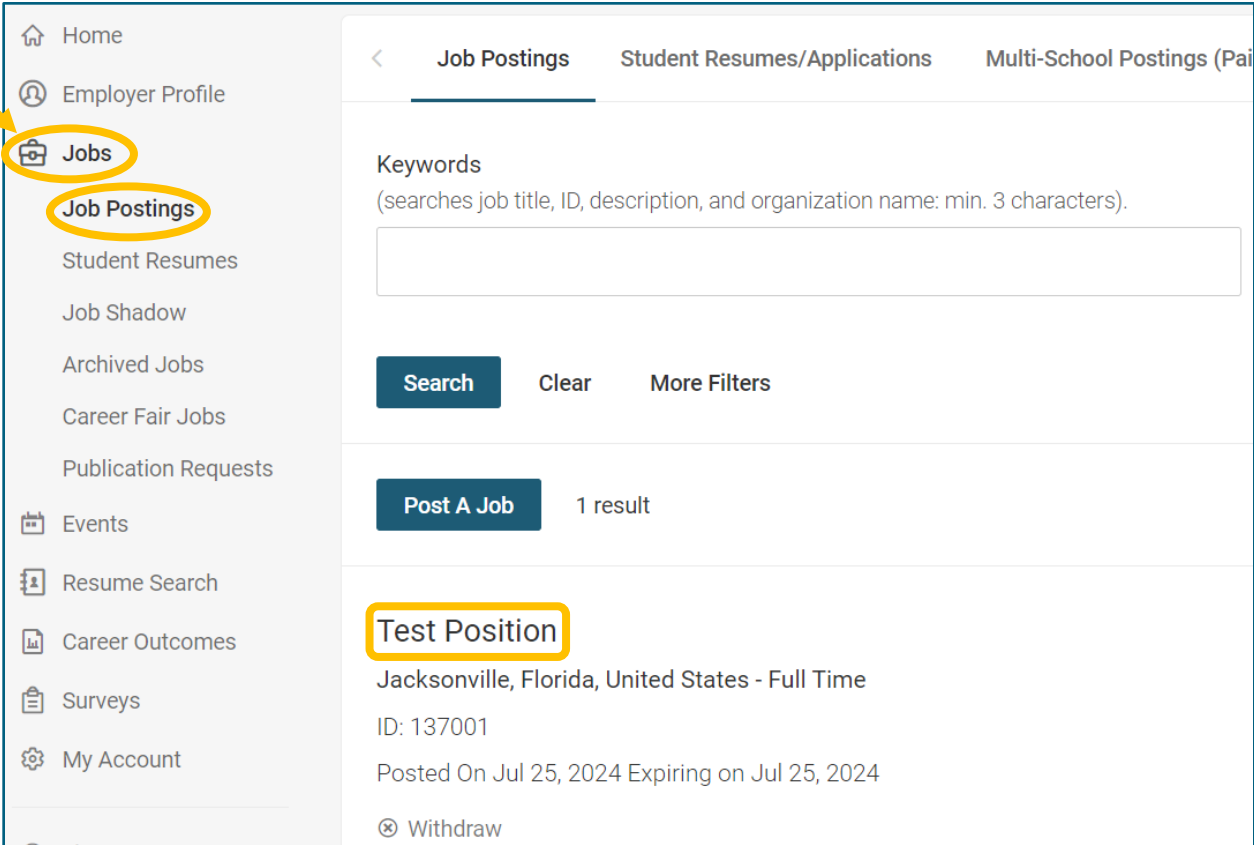
By checking the box below, I confirm that my organization agrees to abide by this policy.

Submit **Save And Finish Later** Cancel

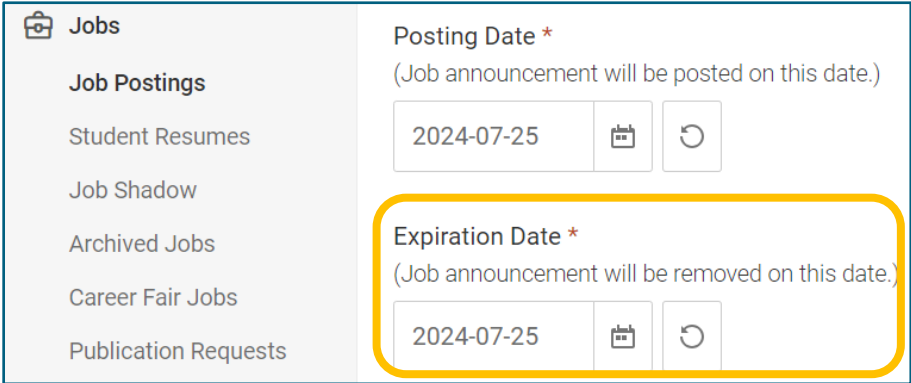
How to **Extend Job Postings**

Job Postings Not Yet Expired

- Log into your account.
- Click on **“Jobs”** on the left and then **“Job Postings.”**

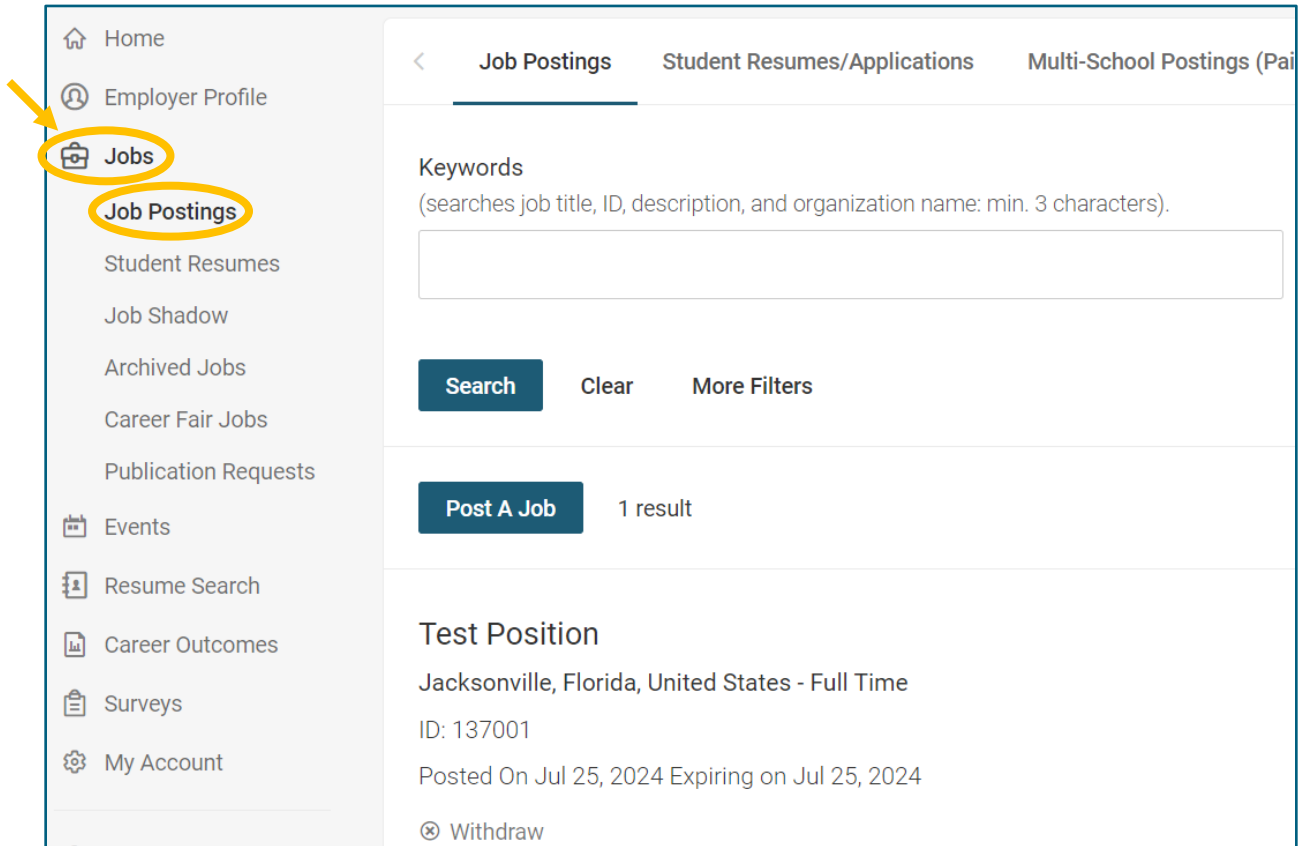


- Change the **“Expiration Date”** to a future date.



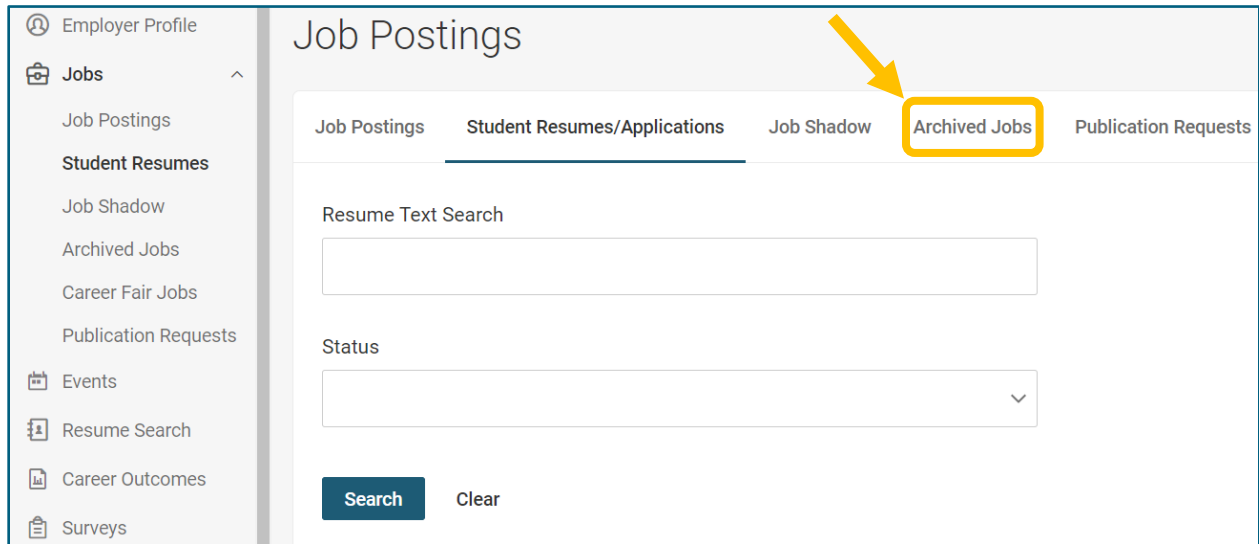
Job Postings Already Expired

- Log into your account.
- Click on **“Jobs”** on the left and then **“Job Postings.”**

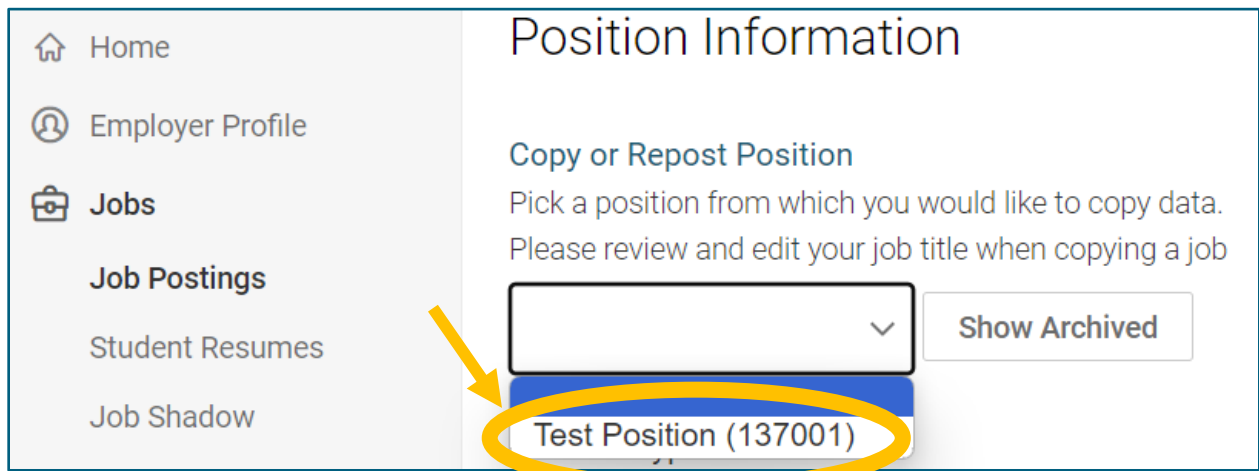


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- Click on **“Archived Jobs”** in the horizontal menu.



- Find and select the posting in the dropdown menu.



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- Update the posting and expiration dates and make any other necessary changes.

The screenshot shows a sidebar on the left with the following menu items: Jobs, Job Postings, Student Resumes, Job Shadow, Archived Jobs, Career Fair Jobs, and Publication Requests. The main content area has two sections:

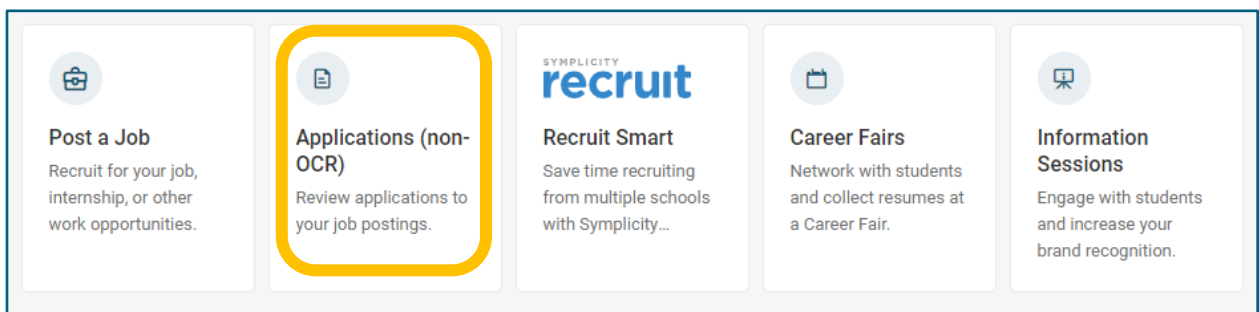
- Posting Date ***
(Job announcement will be posted on this date.)
The date field contains **2024-07-25**, which is circled in yellow. To the right of the field are a calendar icon and a refresh icon.
- Expiration Date ***
(Job announcement will be removed on this date.)
The date field is empty, circled in yellow, and has a calendar icon and a refresh icon to its right.

How to **View Applicant Resumes**

When a student has applied for a job, you will receive an email that will include the name of the student as well as any documents you requested. These will be received as attachments in your email. You can review their resumes from within the email or log into your account with your username and profile.

To view an applicant after you have logged in:

- On the homepage, click on **“Applications (non-**



OCR)”

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- You should now be on the “**Student Resumes/Applications**” tab of Job Postings.
- You can perform a text search on the resumes, or you may select by status with the dropdown menu.

Job Postings **Student Resumes/Applications** Job Shadow Archived Jobs Publication Requests

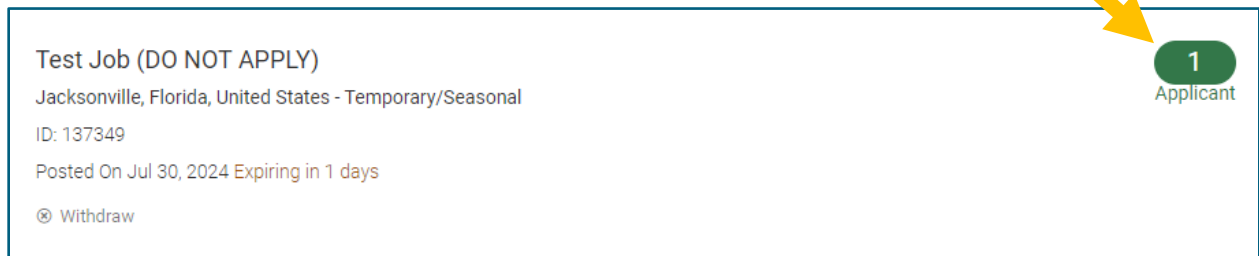
Resume Text Search

Status

Application withdrawn
Hired for a different position or by a different campus
Hired for this position
Not eligible for hire
Offer declined
Not selected for this position
Under Financial Aid review
Sent to department for review
Eligible: FWS
Eligible: STA

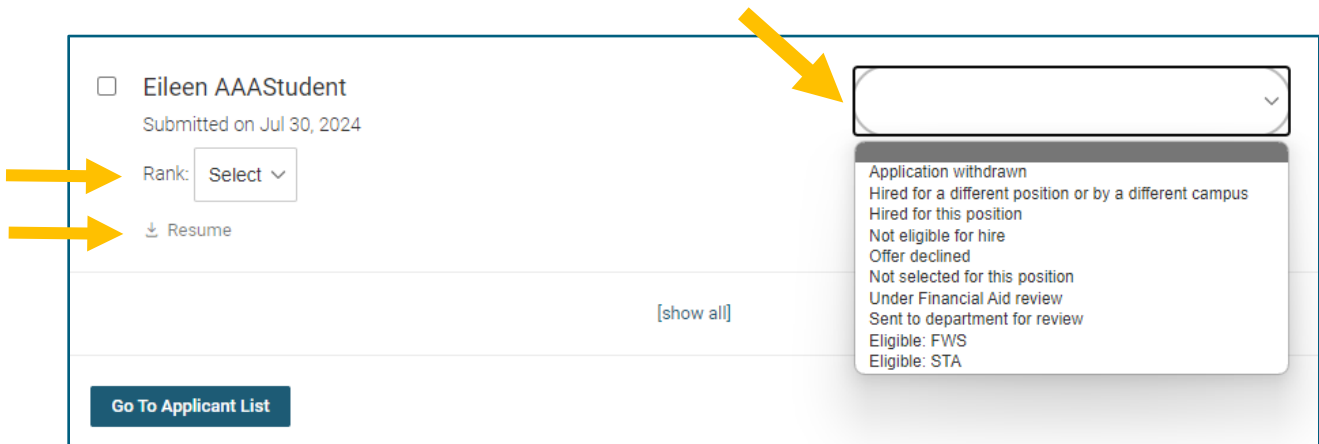
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- You can also view applicants and resumes within the Job Posting List.
- Click on the number of applicants on the right side and a potential employee list will populate. From here you can **view the resume, rank the candidate, and classify the candidate.**



Test Job (DO NOT APPLY)
Jacksonville, Florida, United States - Temporary/Seasonal
ID: 137349
Posted On Jul 30, 2024 Expiring in 1 days
Withdraw

1 Applicant



Eileen AAASStudent
Submitted on Jul 30, 2024

Rank: Select

Resume

[show all]

Go To Applicant List

Application withdrawn
Hired for a different position or by a different campus
Hired for this position
Not eligible for hire
Offer declined
Not selected for this position
Under Financial Aid review
Sent to department for review
Eligible: FWS
Eligible: STA