JACKET JOBS INSTRUCTIONS FOR EMPLOYERS

Jacket Jobs is UW-Superior's web-based recruiting system in which all students automatically have a life-time account. We encourage all internal and external employers to use this system as their primary job posting location.

TO CREATE A JACKET JOBS ACCOUNT:

1. Go to, www.uwsuper.edu/career
2. On the right side of the screen click the Jacket Jobs Logo
3. Click the "Employer" Logo once on the Jacket Jobs page
4. Click, "Click here to register"
5. Search for your Organization, if not in the system click "Can't Find Organization."
6. Fill in the profile and click "Register."
7. Once you "Submit" your profile you will only be able to post jobs and register for career events.
8. Your account will be approved for full access functionality within 24 hours.

IF YOU ALREADY HAVE A USERNAME AND PASSWORD:

1. Go to Career Services' web page at www.uwsuper.edu/career
2. Click on "**Jacket Jobs**" and then click on "**Employer Login**"
3. Enter your Username (your full email address) and the Password you created and click on "LOGIN".
4. **Forget Your Password?** From the login screen click on "Forgot Password" to be reset in the system.

Note: The first time you login, update your profile information if anything is missing or needs updating.
Fields preceded by an asterisk (*) are required:

a. Select "**My Profile**" from the main menu.
b. Click "**Edit**" for each appropriate section and Click "**Save**" and return to main menu.

POSTING A NEW JOB:

1. Select "My Jobs" from the main menu and click on "New Job".
2. Enter the job information, completing all required fields:
   a. When you complete all required information, click on SAVE at the bottom of the screen.

TIPS FOR AN EFFECTIVE JOB POSTING

- Giving more details in the job description makes the position more appealing to students.
- **POSITION TYPE** Choose from Full-time, Part-time, or Internship/Coop, Temporary, Volunteer, Work Study or Student Assistant.(Multiple choices may be selected by holding down the CTL key.)
- **MAJOR(s)** Click "Add". Click on the + to the left of the empty box for All Majors. A list of majors will appear. Check the box corresponding to each major you would like to include, you can select more than one. You may choose "All Majors" by clicking on that box. To remove a major from you list, click on the corresponding box a second time. (HINT: on campus employers should choose all majors)
- **POST DATE** The start and end dates for a job posting are mandatory. You must complete the date using 2 digits for the month and day and 4 digits for the year (i.e. 01/12/2003. Or, you can click on the calendar, choose a date and it will fill in. **(*Jobs should not be posted longer than 3 months).*** The more recent the posting date, the better chance it will appear on the first pages of a students search!
- **APPLY ONLINE** If you want students to apply directly through Jacket Jobs, choose YES to "Allow Candidates to Apply Online…". With one click students can send their updated resume. Once a student has applied, view the referral by visiting your Home page, scroll down slightly to "QUICK LINKS" - New Student Referrals.
- If the job is general or entry level selecting "all majors" is more helpful than being too specific.
- When the position is filled PLEASE REMOVE THE POSTING and REPORT a HIRE.

JACKET JOBS INSTRUCTIONS FOR EMPLOYERS CONTINUED…

REPORT A HIRE:

Assist UW-Superior in determining the success of this system by using the **Report a Hire** function to easily report placement information to our office.

1. Who did you hire? Enter students name and click **"search"**
2. Click **"select student"** next to the student you hired, if the student does not appear, use the link below to manually enter the students information.
3. What Position Was Filed? Select from you list of posted positions. Click, **"select position".**
4. Complete the form and Click **"Finish"**

STUDENT RESUME SEARCH:

1. Select "**Student Search**" from main menu.
2. Enter search criteria. The best way to produce the most resumes is to use the "Key Word" feature. This will bring up any resume that includes that word.

   SEARCH TIPS: If searching by Major: click on "**Add**" and click on the **+** next to "All Majors" to reveal the pull-down list of majors. Check the one(s) you want then click the "**Close Window**" box at the bottom of the screen.

   (All search fields use "AND" between fields, except for "Current Major" that uses "OR". This means the more fields you search by, the fewer matches will be found.)

   NOTE: The graduation dates at UW-Superior are December and May, but some students finish in January and June. Therefore, students may use either of the dates when completing the Profile. Example: If searching for Fall 2007 graduates, you should include *December 2006 through January 2007*.

3. Click "**SEARCH**". Each student will be listed with a brief description.
4. To view each student's profile click on the name.
5. Click "**View Resume**" at the top of the profile to view their resume.
6. To save these resumes, select the students you wish to save, or choose "Select All" and click "**Save Search**" and name your file. This could take a few minutes depending on the amount of resumes involved.
7. To save your search requirements, click on "**Save Search**" at the top and give it a name.

RESUME BOOKS, ON-CAMPUS RECRUITING, CAREER EVENTS

- Resume Books may be purchased by contacting our office. We will do the searches for you and send you the PDF's of the student's resumes in one packet.
- **To request an On-Campus Recruiting date**, please submit a New Schedule Request under the My Interview Schedules tab. Fill out the form to request the dates and specifics of your schedule.
- If you would like to participate in our Job Fairs, Mock Interviews, or other workshops, please sign up under the **Career Events** section and register.

If you have any questions regarding Jacket Jobs, please contact Career Services at: 715-394-8024 or career@uwsuper.edu