



Jacket Jobs Tutorial

Employer Account

To log in to *Jacket Jobs*, begin by clicking on the “Employer” button on the *Jacket Jobs* Homepage. The next screen will prompt for your username and password.



The *Jacket Jobs* employer account allows you to post jobs in the system, request and review applications, as well as review and request career event on the *Jacket Jobs* system.

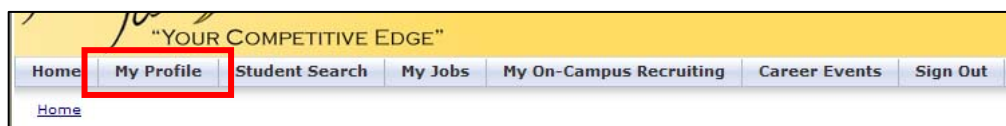
Registering your Company and Contact

1. To create an account, click on the “Click here to register” link at the bottom of the screen.
2. If your company is already in the system when searching for your organization, *Jacket Jobs* will streamline the registration process using previously inputted information. allow you to set up a company as well as contact account. If unavailable click “Can’t Find Organization.”
3. Once your information is submitted, including a current e-mail address for your username, a confirmation screen will open informing you that your account has been created. You will have immediate access to post jobs, edit your profile and more on *Jacket Jobs*, and full access will be granted within 24 hours.

Congratulations! Your profile is now complete. Click the Submit Profile button below to send your information to our office for approval.
Please allow 24 hours before full activation to the system. In the meantime you are still able to post positions.
Contact UWS Career Services if you have any questions.
career@uwsuper.edu or (715) 394-8024 Submit Profile

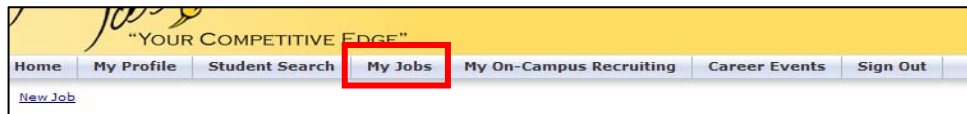
Editing your Company Profile or Contact Information


To access and edit your account details such as password, contacts, etc., click on the “My Profile” tab at the top of the homepage.



Posting Jobs on Jacket Jobs


1. To post jobs on *Jacket Jobs* hover over the My Jobs tab at the top of the page and click on “New Job” to create a position.



 *Jacket Jobs* has a feature that allows students to submit documents to the system by using the upload feature instead of directly to your e-mail. To activate this feature select “Allow candidates to Apply through *Jacket Jobs*”. *Jacket Jobs* will alert you via e-mail when a candidate applies as well as keep the documents well organized within the system.

2. Fill in all the required fields such as application instructions –which allows you to specify the documents required for the application process, as well as the way in which a candidate may apply.

A screenshot of a form titled “Allow Candidates to Apply Online through JacketJobs”. The form has a white background and a blue border. It contains several fields: “* Expiration Date:” with a date picker, “* Show Contact Info:” with a dropdown menu set to “Yes”, and “* Allow Candidates to Apply Online through JacketJobs ?” with a dropdown menu set to “Yes”. The “Allow Candidates to Apply Online through JacketJobs ?” field is highlighted with a red rectangular box. At the bottom right of the form are “Save” and “Cancel” buttons.

 To select multiple criteria hold down the control key while selecting criteria.

3. To edit your positions at any time, hover over the “My Jobs” tab and select “Job List” from the drop-down menu then select the position you wish to review. You may edit using the tabs across the top of the position description or by using the “Edit” link on the right side of the position description.

Viewing Students on Jacket Jobs

1. Once your account has been activated, *Jacket Jobs* allows you to reach out to students through the student database. To do so select the “Student Search” tab on the menu bar.

A screenshot of the Student Search Results page. The page has a white background and a blue border. At the top, there is a navigation menu with tabs: Student Search, My Jobs, My On-Campus Recruiting, Career Events, and Sign Out. The 'Student Search' tab is highlighted with a red rectangular box. Below the menu, there is a search bar with a dropdown menu. To the right of the search bar are links for “[Change Criteria]” and “[Save Search]”. Below the search bar is a table with the following columns: First Name, Last Name, Expected Graduation, and Majors. The table contains the following data:

First Name	Last Name	Expected Graduation	Majors
Andrea	Boydjjs	May 2013	Visual Arts
Amy	Conner	May 2011	Visual Arts
Alanda	Povroznik	June 2009	Visual Arts
Brian	Juve	May 2011	Visual Arts
<input checked="" type="checkbox"/>	Joel Simpson	May 2010	Visual Arts
<input checked="" type="checkbox"/>	Kelsey Beck	May 2013	Visual Arts


- The results page will show all students and alumni matching your criteria. The students with a checkbox have allowed employers to view their information as well as uploaded resumes on *Jacket Jobs*.

<input checked="" type="checkbox"/>	Linda	Carpenter	June 1970	Visual Arts
<input checked="" type="checkbox"/>	Jessica	Boe	May 2010	Visual Arts
<input type="checkbox"/>	Emily	Meeder	May 2010	Art (Visual)
<input checked="" type="checkbox"/>	Bailey	Sauld	May 2014	Visual Arts
<input type="checkbox"/>	Kirsten	Scheid	June 2014	Visual Arts

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check to email packet to self

Select All **Create Packets**

 *Jacket Jobs* also gives employers an option to create a packet of these students' resumes in an organized fashion. The packet can be viewed online, downloaded as a PDF, or printed.

Registering For On-Campus Events

- To arrange a visit to campus for interviews or tabling, hover over the "My On-Campus Recruiting" tab and click "New Schedule Request."
- On the schedule type field there are four options:

Interview Request Preferences

*Schedule Type:

*Preferred Interview Date 1:

Preferred Interview Date 2:

Preferred Interview Date 3:

*First Interview Start Time:

- Open:** allows the interview to be open to all applicants who meet the predefined criteria. Candidates are able to submit an application and pick an interview time slot.
- Preselect:** this allows candidates a given amount of time to submit a resume and after that time period is over, the employer can go into *Jacket Jobs* and select which candidates they wish to interview.
- Pre-select Continuous:** This is similar to preselect, only that employers are allowed to make selections as applications come in.
- Resume Collection:** this is an open method of collecting resumes with no set due date.

- To request an information session, Select Yes in the “Need information session” field.

Need Information Session:	No	▼
Additional Request Information:	No	
	Yes	

- Once all 3 steps are completed and the request has been submitted, a message will appear confirming the request. (If you did request an information session the next screen takes you through a registration for your session.)

1 Interview Schedule Information & Details 2 Assign Jobs 3 **Submit Request**

Viewing Schedule Request: 31/XYZ Company/Jane Doe
Linked Jobs: 3224/intern

You have successfully submitted your request to come on campus. Thank you! We will contact you shortly.

If you have selected to host an information session, after you click the OK button you will be asked to enter the information session request form.

- To edit the event information at any time, hover over the “My On-Campus Recruiting” tab and select “Schedule List” from the drop-down menu.



Other resources available to employers on *Jacket Jobs* include the Resource Library available in the left-hand navigation bar, as well as the option to connect with UW-Superior Career Services through Facebook and LinkedIn on the *Jacket Jobs* homepage.