JACKET JOBS INSTRUCTIONS FOR ON-CAMPUS 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.

CREATE A JACKET JOBS EMPLOYER ACCOUNT:

1. Go to the Career Services website at www.uwsuper.edu/career
2. Click the "Jacket Jobs Homepage" button
3. Once on the Jacket Jobs page, click on the "Employer" login button
4. Click on the "Click here to register" link located beneath the login button
5. Search for your Organization (department) by typing it in the box; departments are listed as
   UW-Superior *Department Name*
   - If listed, select your department and click the "Continue" button
   - If your department is not listed in the system, click the "Can't Find Organization" button
6. Fill in the profile and click "Register"

Your employer account will be approved for full employer functionality within 24 hours, enabling you to post jobs and register for career events.

IF YOU ALREADY HAVE A USERNAME AND PASSWORD:

1. Go to the Career Services website at www.uwsuper.edu/career
2. Click on "Jacket Jobs Homepage" and then on "Employer" (you can bookmark this page)
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 your 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:

- Select "My Profile" from the main menu
- Click "Edit" for each appropriate section and Click "Save" and return to main menu

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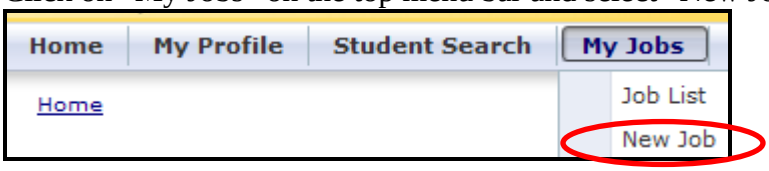
POSTING A NEW STUDENT JOB OPENING

1. Log in to Jack Jobs as an Employer.
2. Click on "My Jobs" on the top menu bar and select "New Job" from the drop-down options.



3. Enter the job information, referring to the following guide when necessary. When finished, click the "Save" button to submit.

JOB POSTING FIELDS

Job Title: *Required.*

Job Reference Num. *Leave blank unless your office utilizes a job numbering system.*

Organization Name: *Will be pre-populated.*

Full-Time/Part-time: *Leave blank. Students looking for on-campus employment will be searching by type, i.e. Work-study or Student Assist.*

No. of Openings: *Recommended but not required.*

Hours per Week: *Examples: "8-10"*
"varies; more hours during hockey season"
"10 during academic year; 20 during summer"

Remember, students work hours are limited when classes are in session.

Wage/Salary: *Examples:* *$7.50/hr.*
$7.25-$8.50/hr. depending on experience
$150 lump sum payment

Period of Employment: *Examples:* *"Fall Semester Only"*
"Academic Year 2009-10"
"Summer Session 2010"

Job Description: *Required. Giving more details in the job description makes the position more appealing to students.*

Qualifications: *List qualifications, if any, otherwise leave blank.*
Examples: *"Experience with cash handling preferred"*
"Must have taken ENG 101"
"Microsoft Excel skills"

Application Instructions: *Required.*
Examples: *"Contact Jon Doe by email: jdoe@uw.edu"*
"Submit resume through Jacket Jobs"
"Apply in person at HWC info desk"

Job Location (City, State): *Superior, WI.*

Job Category: *Leave blank.*

Position Type: *Select "Federal College Work-study" or "Student Assist On Campus", or hold down the control key to select both.*

Minimum GPA: *Optional.*

Graduation Range: *Leave blank.*

Work Authorization: *Leave blank.*

Classification: *Optional; hold down the control key to select more than one.*

Degrees: *Leave blank.*

Majors: *Required. Click on the "Add/Remove" button to select. Check the "All Majors" box for maximum effectiveness.*

JOB POSTING FIELDS – CONTINUED

Post Date: *Required. Use the date you want the posting to be viewable by students (complete the date in mm/dd/yyyy format or click on the calendar to select). The more recent the posting date, the better chance it will appear on the first pages of a students search.*

Expiration Date: *Required. This is the last date the posting will be viewable by student; we recommend one month as the maximum posting length.*

Show Contact Info: *Required. Selecting "Yes" will display your contact info as a Jacket Jobs employer. If someone else is the main contact for the position, select "No" and be sure to include the individual's contact information in the Application Instructions section.*

Allow Candidates to Apply Online through Jacket Jobs*: Required. Selecting "Yes" enables students to send documents such as resumes resumes, cover letters, references, etc., to you through Jacket Jobs. Select "No" if you have specified other application requirements.*

Please be sure to remove the posting once the position is filled!

REMOVE A POSTING

1. Click on "My Jobs" on the top menu bar to display your job list.
2. Click on the Job ID of the job you wish to close.
3. Click on "Close Job" from the menu options on the left (under "Page Functions").

VIEW STUDENT REFERRALS (IF YOU ALLOW APPLICATIONS THROUGH JACKET JOBS)

If you selected YES to "Allow Candidates to Apply Online", students will be able to send their resumes, cover letters, references, etc., through Jacket Jobs Once a student has applied, you can view the document(s) by clicking "View New Student Referral" from the menu options on the left (under the "I want to" menu).

NOTE TO ON-CAMPUS EMPLOYERS

Jacket Jobs is an employee recruitment tool, not a funding request. Please make sure your department has the funds to hire students *before* posting positions.

To comply with the University of Wisconsin-Superior's Criminal Background Check Policy the following statement will be added to all student job postings prior to approval:

"**Employment will require a criminal background check."**

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