



Jacket Jobs Tutorial

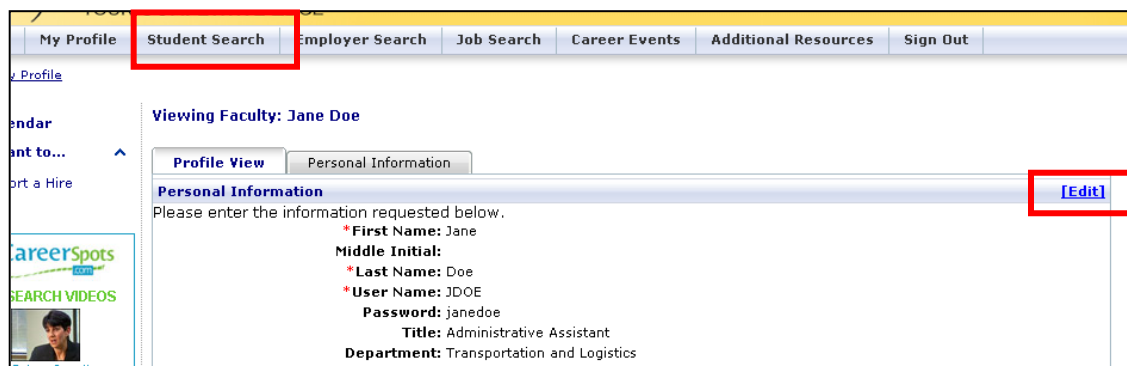
Faculty/Staff Account

1. Login to *Jacket Jobs* by clicking on the “Faculty/Staff” button on the *Jacket Jobs* Homepage. To access your account use the username that Career Services provided to you. If you do not have an account you may fill in the “Jacket Jobs Faculty/Staff Request Form” found on the Homepage.



The *Jacket Jobs* faculty and staff account allows you to **view** content such as students, employers, and jobs that are on the system. To post jobs you would have to set up an employer account. (For more information please view the *Jacket Jobs* employer’s video tutorial, or contact Career Services.)

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



- Jacket Jobs* allows you to view students based on their name, major, graduation year and GPA among other criteria. To search the database click on the the “Student Search” tab on the menu bar.

Student Search | Employer Search | Job Search | Career Events | Additional Resources | Sign Out

Student Advanced Search

Search Reset

Keyword(s):

Overall GPA:

First Name:

Degree Seeking or Attained: Associate
Bachelor
Master
Specialist

Last Name:

Expected Graduation: Month Year

From

Work Authorization: U.S. Citizen

- Faculty/Staff may also view employers currently in the system by clicking on the “Employer Search” tab. You may type in keywords or do a blank search that will pull all employers currently in the system.

Student Search | **Employer Search** | Job Search | Career Events | Additional Resources | Sign Out

Employer Search

Search Reset

Organization Name:

Employer Search Results [Change Criteria] [Save Search]

< < 1 2 3 4 5 6 7 8 9 10 ... > >

Organization Name	City	State
CSO Research, Inc	Austin	TX
ACUITY	Sheboygan	WI
AGROTRAK CONKLIN PRODUCTS	Afton	MN
American Epay	Chicago	IL
Bell Laboratories, Inc.	Madison	WI
50 Below Sales and Marketing	Duluth	MN
API Healthcare	Hartford	WI
Jockey International,	Kenosha	WI

- Faculty/Staff can also view currently posted jobs and events in *Jacket Jobs*. To view jobs click on the “Job Search” tab. The Job Search page allows you to search for jobs based on position type, organization name among other criteria.






To specify a job location, enter a city name in the Value box once the results are displayed to narrow down your results.



Feel free to use the job search function when speaking to students about on and off campus employment opportunities.

- Faculty/Staff may also view upcoming events on Jacket Jobs by clicking on the “Career Events” tab and doing a blank search. Please contact Career Services if you are interested in attending any of the listed events.

Career Event Name	Start Date/Time	End Date/Time	Location	Category	Action	Activity
 Jacket Fest	9/14/2010 11:00 AM	9/14/2010 1:00 PM	Yellowjacket Union Plaza	Career Fair		
 Schmooze-A-Palooza	9/15/2010 5:00 PM	9/15/2010 7:30 PM	YU Great Room	Networking Social		
 Target Information Table	10/6/2010 10:00 AM	10/6/2010 4:00 PM	Yellowjacket Union Atrium	Employer		



Feel free to explore *Jacket Jobs* including additional resources such as the Career Spots Videos, Optimal Resume and Going Global.



Expect Opportunities

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