



WELCOME!

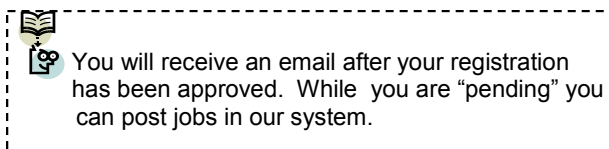
This guide will help you navigate the **SUU CareerNet**. In our website, you will be able to keep your profile updated, view and add jobs, search for qualified candidates, and sign-up for Career/Internship/Summer Job Fairs.

Registering/ Logging in

Step 1: Go to our employer login page: www.suu.edu/ss/career/employer.html.

Step 2: If you are a registered user, simply type your username and password, then click Login.

If you have never registered, click the “Click here to register” link. Fill out your profile and click the Register button.



NOTE: If you forgot your password, you can click the “Forgot your password?” link to have it reset and emailed to you. This link is on the Login Page.

Home

After you have logged in, you will be on the Home page. Here you will find 4 useful tools:

1. **Announcements** — Included is our phone number if email address, for personal assistance.
2. **Resource Library** — You will find this Employer Guide.
3. **Quick Links** —
 - [Report a Hire](#) — Let us know you hired an SUU student by clicking this link.
 - [My Task List](#)— This folder will show all new resume referrals (you will also be notified via email when a student applies to one of your job postings).
 - [Saved Searches](#)—You will find any student searches that you have saved.
4. **Calendar** — You will see jobs that are expiring for your company and any upcoming Career Fairs and Employer Orientations.

My Profile

Choose this menu option to update your contact information (password, phone #, email, etc).

NOTE: Under the Employer profile, you can choose to be included in the Employer Directory, and whether you want just your Company displayed or also your contact information. This will be available to students.

Student Search

**only available to Full Access employers*

Choose this menu option to search our student database.

The Keyword field searches the student’s default resume.

Once you run a student search, you can view each student’s profile and resume individually or create a packet of all the students that match your search.

My Jobs

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How do I create a new job?

Choose My Jobs> New Job to create a new job posting.

How do I edit an existing job?

Choose My Jobs to view a list of all job postings you have created. Click on the Job’s ID or Job Title to view your job’s details. If you edit a job, it will be reviewed by our office before it is reposted to students.

What do the Job statuses mean?

Pending—All new jobs and edited jobs will be marked with this status.

Active—After a job is approved by our office, we will assign your job this status.

NOTE: You can close this job, by opening it and clicking [Close Job] at the top.

Closed by Employer—This is the status assigned when you close the job.

Inactive—When a job expires, it will be assigned this status.

How do I create or view job Placements or resume Referrals?

Choose My Jobs and next to each job you will find the Activity column.

R is for Referrals — Click the R to view students that have applied.

P is for Placements — Click the P to view job Placements of previously hired students. See the following section below for directions on how to “report a Hire.”

JOB FAQs:

When will my job post to students?

Once your job is accepted by our office, we will change the status to Active and it will post on the Post Date listed. If the Post Date has past, then it posts as soon as we accept it.

When will my job expire to students?

When the expiration date is reached. The default is set to 60 days from the posting date. You may edit this date if you want your job posted online for a shorter or longer period of time.

Will I get an email the day my job expires?

Yes, it will be emailed to the email address listed in your profile, under My Profile.

How do I close a job before the Expiration date?

Click on your job to view the details. At the top of the job you will see [Close Job]. Click on that link to close your job. The status will change to “Closed By Employer” and it will no longer be available to students. (Don't forget to create a placement if you hired one of our students!)

I'm filling out a job for the first-time. What are these fields?

Show Contact Info—

Choose Yes to show your contact info section.

Choose No to not show it.

Allow Online Referrals—

Choose Yes to allow students to apply online. You will receive an email as the students apply. Choose No if you prefer to receive resumes or student contact outside of the system (be sure to fill out the Application Instructions field, so that students know how to apply).

**Hired a student?
Let us know!**

Should I report a hire?

Yes! You should always report the hire of a student. Each reported hire helps our office maintain accurate placement statistics. These statistics allow us to better serve both you and our students!

How do I report a hire (Placement)?

STEP ONE: To report a hire, click on the “Report a Hire” link located next to the calendar on your Home page. This will step you through the process.



Click “Report a Hire” to begin

STEP

A screenshot of a web form titled 'Who did you hire?'. The form contains instructions: 'Enter information for the applicable student and click Search to locate the student. Once you have completed a search locate the applicable student and click Select Student next to it. If the student is not listed here, use the link the appears below to manually enter student information.' Below the instructions are 'Search Students' fields for 'First Name' and 'Last Name' with a 'Search' button. A red arrow points from a text box to a 'click here' link in the instructions. Below the form is a table with columns: 'First Name', 'Last Name', 'Email', and 'Action'. The table contains two rows of data: one for 'Nancy Anderson' and one for 'Ikada Anderson', both with email addresses and 'Select Student' links in the Action column.

First Name	Last Name	Email	Action
Nancy	Anderson	email@demo.com	Select Student
Ikada	Anderson	email@demo.com	Select Student

TWO: Search for the candidate you and

Can't find your student?
Click the “click here” link to enter his/her name.

STEP THREE: Select the job/position for which this student was hired.

What position was filled?

If the results did not return the position that was filled, [click here](#) to enter position information.

My Jobs

My Jobs list all jobs in the system for your account. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

Your Jobs

Job ID	Job Title	Action
476	Assistant Researcher	Select Job

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Can't find your job?
Click the "click here"
link.

Select the Job you
hired the student for.

Contact Us!

SUU Career Services ♦ Sharwan Smith Center, ST 101 ♦ 435.586.5420 ♦ CareerNet@suu.edu;
Southern Utah University, 351 West University Blvd., Cedar City, UT, 84720