

Employer Guide to **lakerJOBS**

www.gvsu.edu/lakerjobs

Register

1. New Users: If you are not a current user, select Employer Login and then choose *Create New Account*.

- Check to see if your organization is already registered in our system by typing your organization name in the search field, check the box next to the proper entry, and click "Continue".
- If you can't find your organization, click on *Can't Find Your Organization?* button.
- Complete all sections (required fields are marked with a red asterisk*) and click "Register".
- To post a job, follow the Steps in *To Create a New Job*.

2. Existing Users:

- Enter your Username and Password and click "Login".

NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive your email notification within **one business day**, please contact careers@gvsu.edu or 616-331-6708.

Update Profile

- Click on the "My Profile" menu.
- To update Employer Information, click on [Edit] in the "Employer Information" section. Make changes and click on "Save" to complete the changes.
- To update Contact Information, click on [Edit] in the "Contact Information" section. Make changes and click on "Save" to complete changes.

Posting Jobs and Internships

- Hover over the "My Jobs" menu. Click on "New Job". Complete all sections (required fields are marked with a red asterisk*). Be sure to fill out as much information as possible in order to attract the most suitable candidates. In the field, "How to Apply", enter the method in which candidates should apply for the position. Click on "Save" to submit the job for approval.
- To re-post an old job, click on the "My Jobs" menu. Click on the Job ID for the position you wish to repost, click on **[Copy Job]** from the left-hand navigation and then edit the Post and Expiration dates.

*** Under the Posting Information section, there are two fields that you need to review. In "Show My Contact Info": If you select "No", your contact information will not be available to potential employees. In "Allow applicants to apply online", if you select "Yes", students can submit their resume to you via the LakerJobs system (you will receive email notification of students' job applications and be able to view resumes online).**

NOTE: Once you add a job or make changes to a current job, the information must be approved by Career Center staff before it is posted for student view.

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Edit Posted Jobs

- There are several sections that you may update (Position Information, Contact Information and Posting Information). To make changes to any sections, click on the [Edit] link in the appropriate section and make your changes. Once changes are made, click on "Save" to submit the changes.

Register for a Career Event

- Hover over the "Career Events" menu. Click on the "Search" submenu.
- You will see a list of all current Career Events (Career Fairs, Careers In, Workshops, etc.)
- To view details or register, click on the name of the event.
- Fill out your profile and select the appropriate fees (if any).

NOTE: Once you register for an event, you will be able to immediately print an invoice (click on the gray *Invoice* button). An email will be sent to confirm your registration to the event. If changes need to be made after your registration has been confirmed, please contact careers@gvsu.edu or 616-331-6708.

Request an Information Session

- Hover over the "Career Events" menu. Click on the "New Event Request" submenu.
- Step 1 – Select the desired date and time for your event and create a description for students.
- Step 2 – Select any necessary student requirements.
- Step 3 – Complete your event registration information.
- Step 4 – Click "Submit Request".

NOTE: All Information Session requests will be reviewed by Career Center staff for approval. You can access your information sessions by hovering over the "Career Events" menu and clicking on "My Info Sessions" submenu.

Request an On-Campus Interview

- Hover over the "My Interview Schedules" menu. Click on the "New Schedule Request" submenu.
- Step 1, select your schedule type and preferred interview date.
- Step 2, select or add the job that you want to interview for and identify the application documents you wish to receive from students.
- Step 3, review your information and submit your request.
- If you choose "Yes" to the Need Info Session field in Step 1, you will be taken directly to the info session request wizard (see instructions above).

NOTE: All On-campus Interview requests will be reviewed by Career Center staff for approval. You can access your completed schedule by hovering over the "My Interview Schedules" menu and clicking on "Schedule List".