

## Employer User Guide

Access the following website: [www.whittier.edu/PoetPathsEmployer](http://www.whittier.edu/PoetPathsEmployer)

**1. New Users - Registration:** If you are not a current user, click on "Click here to Register!" and follow the directions on that page.

- Search for your Organization and select; if it you can't find it click on Can't Find Your Organization.
- Complete all sections. Required \* fields are marked with an asterisk.
- Click on the Register button.
- To post a job follow the Steps in To Create a New Job.

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 48 hours, please contact our office at (562) 907-4230.

### 2. Existing Users:

- Enter your Username and Password  
**(Your complete email address & "1887Whittier" as the password, please change this when you access your account.)**
- Click on Login.

#### *Update My Profile*

- To update Employer Information, click on [Edit]. Make changes and click on SAVE to complete the changes.
- To update Contact Information, click on [Edit]. After making changes, click on SAVE to complete changes.

#### *Student Search (Student Approved)*

- Select Search. Choose you criteria and click on SEARCH.
- To view all available students, just click on SEARCH.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email

#### *To Create a New Job*

- Click on New Job. Enter job information. Fields with an \* are required information. Fill out as much information as possible to make the job posting complete. In the field, "Application Instructions," enter the procedure in which a potential employee may apply for this position. Click on SAVE to update this information.

*\*Under the Posting Information section, there are two fields that you need to review. In "Show Contact Information," if you select No, your contact information will not be available to potential employees. In "Allow Online Referrals," if you select Yes, students can submit their resume to you via this system (i.e., you will receive email notification of students' job application and be able to view resumes on-line).*

## *To Make Changes to Current Jobs*

- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.
- You can re-post an old job by opening the job profile and clicking on Copy Job under the page functions on the left side of the screen.

NOTE: Once you add a job or make changes to a current job, the information will be reviewed by an administrator from the Center for Career Planning & Internships before it is posted.

## *To 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, Employer events, etc.)
- To view details or register, click on the Career Event's name.
- Fill out your profile and select the appropriate fees (if any).
- Once you register for an event, you will be able to immediately print the invoice (click on the gray Invoice button).
- You will be emailed by our office to confirm your registration to the event.

NOTE: If you need to make changes to your profile or fees after your registration has been confirmed, you will need to contact our office at (562) 907-- 4230.

## *Pending Enhancements Scheduled for Late Spring 2013*

### **To Request an Information Session**

- Hover over the Career Events menu. Click on the New Event Request submenu.
- On Step 1, select the date and time of your event and create a description for students.
- On Step 2, select the student requirements.
- On Step 3, complete your event registration information.
- On Step 4, click Submit Request

### **To Request an On Campus Interview Schedule**

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

NOTE: Once you submit your schedule request it will be reviewed by the career service office. You can access your completed schedule by hovering over the My Interview Schedules and clicking on the Schedule List.

Please call the Center for Career Planning & Internships for Assistance, (562) 902-4230 or contact [dcruz@whittier.edu](mailto:dcruz@whittier.edu)