

# Jobspeaker Work Experience – Employer User Guide

## Overview

As an employer or worksite supervisor, you support students by reviewing objectives, approving timesheets (if required), and completing evaluations.

If you already have a Jobspeaker account, you will gain access to a student's record once the student adds you as their supervisor. If you are new to Jobspeaker, an account will be created automatically when your email is added, and you will receive sign-in details from [news@jobspeaker.com](mailto:news@jobspeaker.com).

## 1. Objective Review

When a student's objectives are ready for review, you will receive an email notification. Navigate to Work Experience in the menu, locate your assigned student record, and select it to complete the review.

Work Experience

VIEW ARCHIVES

Search by Student Name

Filters: All States

Download

Course	First Name	Last Name	Position	Type	Begins	Hours: logged / total	State	
AJ 95	Dean	Garrett	Medical Assistant	Externship	08/31/21	12 / 180.0	Closed	View
CONST032	Brad	Hamilton	Carpenters Assistant	Internship - Paid	11/19/20	145 / 120.0	Objectives Review	View
WMT 80	Gary	Neville	Carpenters Apprentice	Apprenticeship	08/12/19	200 / 200.0	Closed	View
WMT 80	Ebony	Dixon	Intern	Internship - Paid		0 / 0	Changes Requested	View
WMT 80	Lee	Cunningham	IW Apprentice	Apprenticeship	12/03/19	0 / 150.0	Closed	View

Ask me anything...

The record is in **Objective Review** status, scroll to the **Objectives** section.

You have two options:

- **Approve:** Review the objectives and select **Agree**. The record will move to **Tracking**.

- **Request Changes:** Enter your feedback in the notes box and select **Send Back**. The record will return to **Objective Set** so the student can update and resubmit.

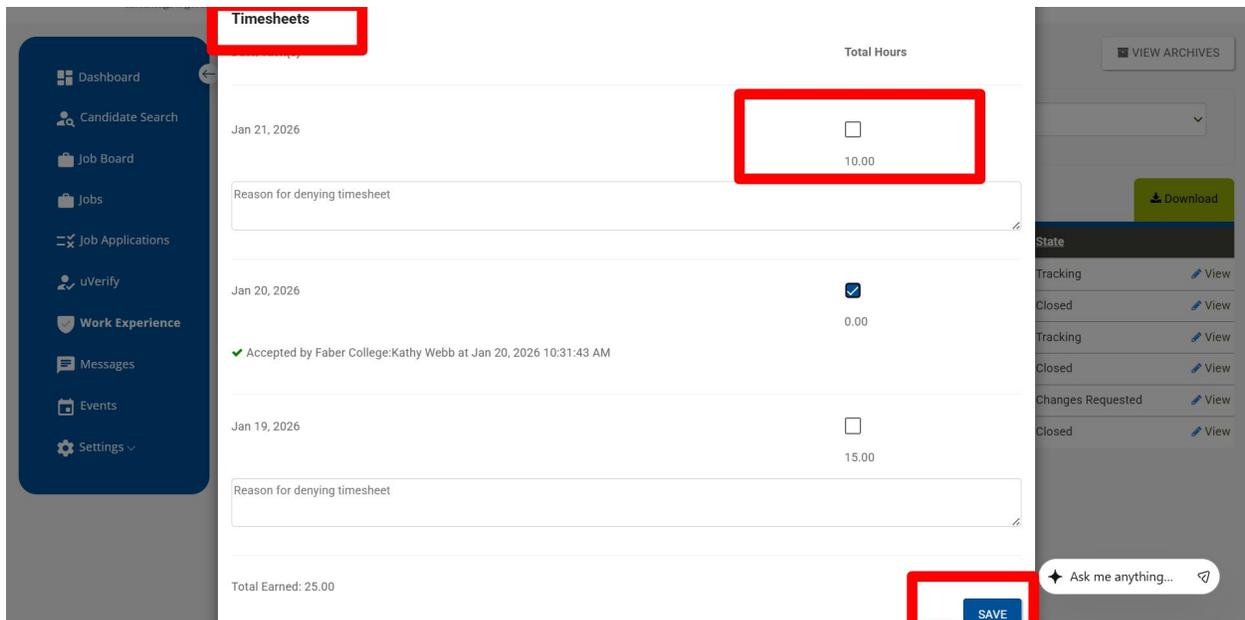
The screenshot displays a student record page. On the left is a dark blue navigation sidebar with icons for Dashboard, Candidate Search, Job Board, Jobs, Job Applications, uVerify, Work Experience, Messages, Events, and Settings. The main content area is titled 'Assignments' and includes a sub-section 'On-line Form' with a 'Completed?' status set to 'Yes'. Below this is a list of three objectives, with the word 'Objectives' highlighted in a red box. A text input field is provided for feedback. At the bottom of this section are two buttons: 'SEND BACK' and 'AGREE', both highlighted in a red box. The 'Timesheets' section below shows a table with columns for 'Date/Task(s)' and 'Total Hours'. One entry is visible for the period 'Jan 11, 2021 - Jan 17, 2021' with a task description and a total of 25.00 hours. A search bar at the bottom right contains the text 'Ask me anything...'. On the right side of the page, there are additional options like 'VIEW ARCHIVES', a dropdown menu, a 'Download' button, and several 'View' links.

## 2. Timesheet Approval

If timesheet approval is required, you may approve timesheets weekly or wait until the Evaluation stage. You will receive a notification when timesheets are ready for review.

To approve time sheets:

- Open the student's record and scroll to the Timesheet section.
- Review each time entry, check the box to approve,
- Click Save once all applicable entries are selected.



### 3. Completing an Evaluation

Once a record enters **Evaluation** status, you will receive an email from [news@jobspeaker.com](mailto:news@jobspeaker.com) with a direct link to the student's evaluation page (**no login required**). You can also access the record from your **Work Experience** menu.

To complete the evaluation:

- Open the student's record and scroll down to the evaluation part
- Complete all required fields in the **Evaluation** section
- Verify the hours and dates, then sign and submit

Submitting the evaluation will close the student's record.

**Evaluation**

Objectives

	4	3	2	1	0
file	<input type="radio"/>				
answer phones	<input type="radio"/>				

Habits

	4	3	2	1	0
Job Competence	<input type="radio"/>				
Attitude	<input type="radio"/>				
Job Progress	<input type="radio"/>				
Promptness	<input type="radio"/>				
Working with others	<input type="radio"/>				
Job Interest	<input type="radio"/>				
Dependability	<input type="radio"/>				
Self Confidence	<input type="radio"/>				

4 = Excellent    3 = Above Average    2 = Average    1 = Below Average    0 = Not Applicable

Strengths

Weaknesses

Overall

Will this student be offered employment?  Yes  No

I have evaluated Gary Neville and certify that this student worked 25 hour(s) from 2026-01-21 to 2026-01-19

Paid  Unpaid (Volunteer)

Enter your Full Name  **SUBMIT EVALUATION**

## 4. Notifications & Reminders

**Employer Notifications:** You may receive email notifications for the following events:

- A new employer account has been created for you
- A record is ready for Objective Review
- A record is ready for Evaluation

### Reminder Emails

- Reminder emails are sent if required actions are not completed.
- Reminders are triggered based on course end dates set by the administrator.