

An Employer's Guide to Navigating JobSpeaker:

Instructions on how to post job and internship opportunities to Shasta College's Job Board

**** IMPORTANT**** Includes instructions on viewing student applications, notifications must be set to view

If you have any questions regarding the JobSpeaker platform, setting up an account, or posting a job, please contact Jenny Beckman

Phone: 530 - 242-7606 or Email: jbeckman@shastacollege.edu

1. Creating an Employer Account:

- a. Using this link: <https://shasta.jobspeaker.com/v2/job-board>
- b. Click on the "Sign in" icon located in the upper right hand corner of the webpage.



- c. Select the "Employer" button and proceed to fill out the required fields.

- i. Email
- ii. Password
- iii. First Name
- iv. Last Name
- v. Company Name

Log in

Email

Password

SC STUDENT & STAFF LOGIN

By logging in you are agreeing to Jobspeaker's Terms of Use and Privacy Policy.

Need an Account?

LOG IN

Alumni

Employers

Forgot your password?

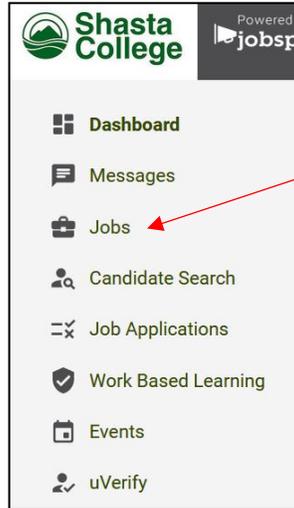
- d. Once completed, you will get routed to a *Welcome to Jobspeaker* page. Here, you will be required to complete a few more fields:

- i. Phone Number
- ii. Company Address
- iii. Industry
- iv. Company Size
- v. Provide a brief explanation about your company
- vi. Answer the, "How did you hear about us?" question.
- vii. Click Continue to finish setting up your profile.

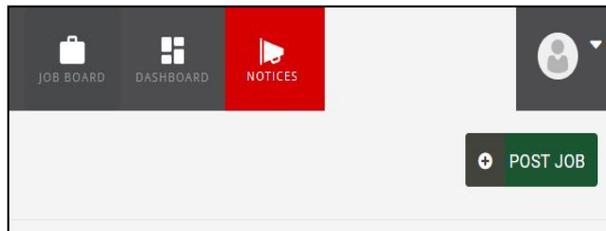
CONGRATULATIONS! Your employer profile is now set up and you can start posting jobs to recruit potential employees.

2. Posting a Job:

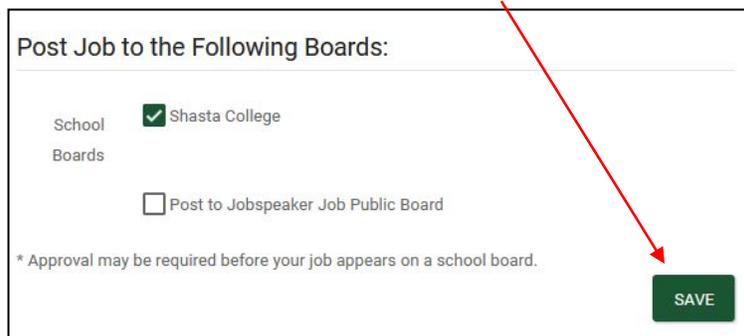
- a. In order to post a job, select “Jobs” in the module list on the left hand side.



- b. Then select the “Post Job” button located in the top right hand corner.



- c. Complete the required fields and press the “SAVE” button at the end.

A screenshot of the 'Post Job to the Following Boards' form. It has a title 'Post Job to the Following Boards:' and two sections: 'School' with a checked box next to 'Shasta College' and 'Boards' with an unchecked box next to 'Post to Jobspeaker Job Public Board'. A red arrow points to a green 'SAVE' button at the bottom right. A note at the bottom left states: '* Approval may be required before your job appears on a school board.'

- i. In the “Post Job to the Following Boards:” be sure to check the box next to Shasta College.
 - ii. If you’d like, you can check the box next to JobSpeaker Job Public Board which means it will be displayed on all JobSpeaker boards regardless of the community college/location.
- d. Your job has been posted! Please allow 1 business day before job is visible on the job board. Our career center reviews and approves all job listings.

An Employer's Guide to Navigating JobSpeaker:

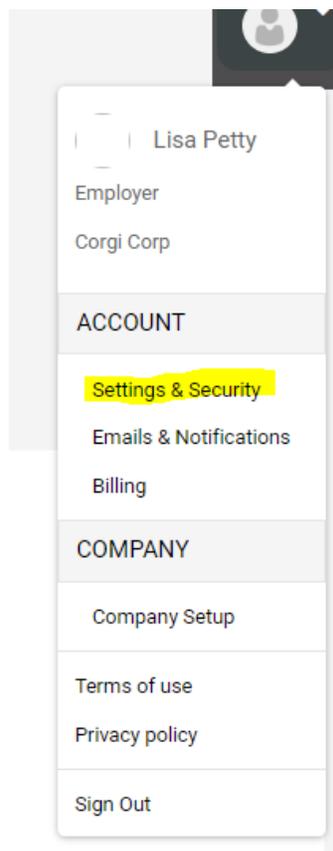
Instructions on Viewing Applications on JobSpeaker Dashboard

1. Sign in to JobSpeaker:

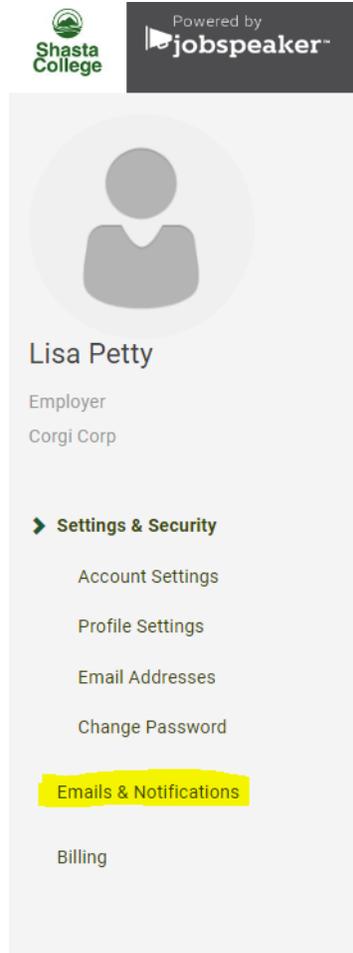
A. Using this link: <https://shasta.jobspeaker.com/v2/job-board>

2. Ensure your notifications are turned on:

A. Access your settings by clicking on your profile image in the upper right-hand corner:



B. Click on Emails & Notifications:



The screenshot shows the user profile page for Lisa Petty, an Employer at Corgi Corp. The page is powered by jobspeaker. The user's name and role are displayed at the top. Below this, there is a section titled 'Settings & Security' with a right-pointing arrow. Underneath, several menu items are listed: Account Settings, Profile Settings, Email Addresses, Change Password, Emails & Notifications (highlighted in yellow), and Billing.

C. Toggle your notification preferences:

Email Notifications

Job Applications For All Jobs

Do you wish to receive an email when a job application is submitted or modified for any of your company's jobs?



Job Applications

Do you wish to receive an email when a job application is submitted or modified for any jobs that you post?



Job Verifications

Do you wish to receive an email when a job verification is submitted or modified for jobs that you post?



Job Expirations

Do you wish to receive an email when any job posted on your school's board is 5 days from expiring?



Messages

Do you wish to receive an email when you receive a message?



3. View your Dashboard:

A. In the upper right corner click "Dashboard"



4. Access Applications Received:

Shasta College

Approved Active Jobs 0 Applications 2

New Applications

Date	Applicant	Job	
6/29/22	Lisa Petty	Corgi Office Assistance (test) Corgi Corp	✓ Review
11/3/22	Lisa Petty	The Learning Center Edge Mentor Corgi Corp	✓ Review

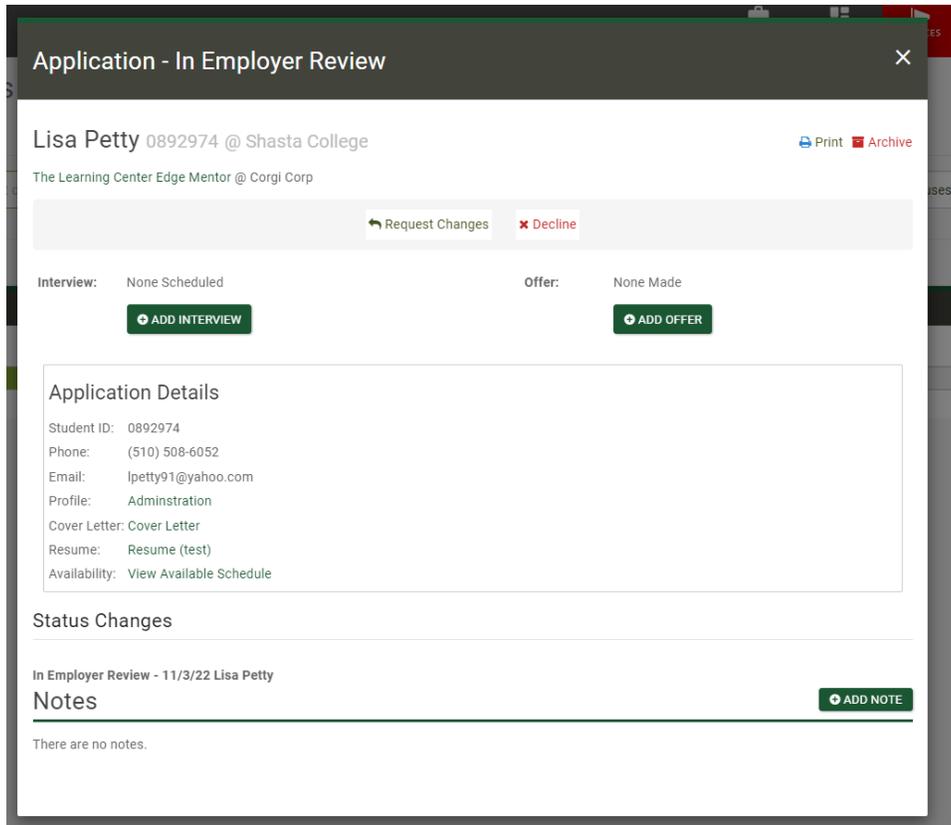
5. View Applications:

a. Click on “Manage Apps”

Applications by Job Download

Added	Job Title	Close Date	Applications	Hires	
11/03/22	The Learning Center Edge Mentor	Closed (11/11/22)	1	0	Manage Apps
06/08/22	Corgi Office Assistance (test)	Closed (08/07/22)	1	0	Manage Apps

b. Click on View:



The screenshot shows a web application window titled "Application - In Employer Review". The applicant is Lisa Petty (ID: 0892974) from Shasta College, and the employer is The Learning Center Edge Mentor at Corgi Corp. The interface includes buttons for "Request Changes" and "Decline". It also shows sections for "Interview" (None Scheduled) and "Offer" (None Made), each with an "ADD" button. An "Application Details" section lists contact information and documents. A "Status Changes" section shows the current status as "In Employer Review - 11/3/22 Lisa Petty". A "Notes" section is currently empty.

Application - In Employer Review

Lisa Petty 0892974 @ Shasta College [Print](#) [Archive](#)

The Learning Center Edge Mentor @ Corgi Corp

[Request Changes](#) [Decline](#)

Interview: None Scheduled [ADD INTERVIEW](#)

Offer: None Made [ADD OFFER](#)

Application Details

Student ID: 0892974
Phone: (510) 508-6052
Email: lpetty91@yahoo.com
Profile: Administration
Cover Letter: Cover Letter
Resume: Resume (test)
Availability: [View Available Schedule](#)

Status Changes

In Employer Review - 11/3/22 Lisa Petty

Notes [ADD NOTE](#)

There are no notes.

6. View Student's Information and reach out to schedule interview

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