

## 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](mailto: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.

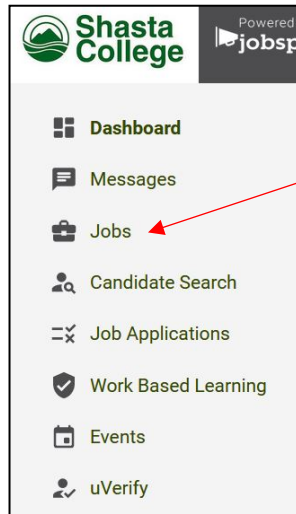
- i. Email
- ii. Password
- iii. First Name
- iv. Last Name
- v. Company Name

- 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.

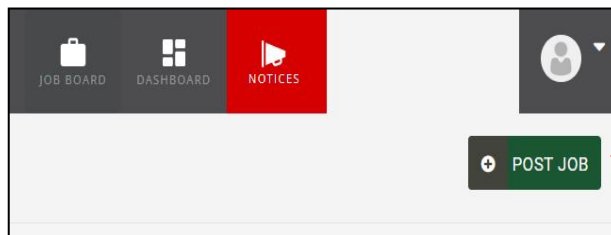
**CONGRATULATIONS!** Your employer profile is now set up and you can start posting jobs to recruit potential employees.

## 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:'. Under 'School', there is a checked checkbox next to 'Shasta College'. Under 'Boards', there is an unchecked checkbox next to 'Post to Jobspeaker Job Public Board'. A note at the bottom states: '\* Approval may be required before your job appears on a school board.' A green 'SAVE' button is located at the bottom right, highlighted by a red arrow.

- 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:

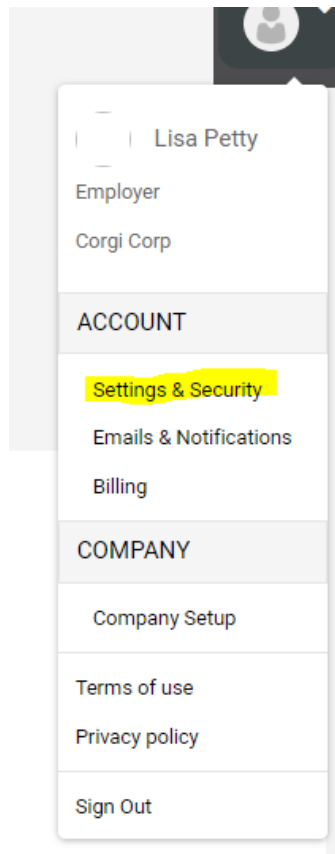
Instructions on Viewing Applications on JobSpeaker Dashboard

## 1. Sign in to JobSpeaker:

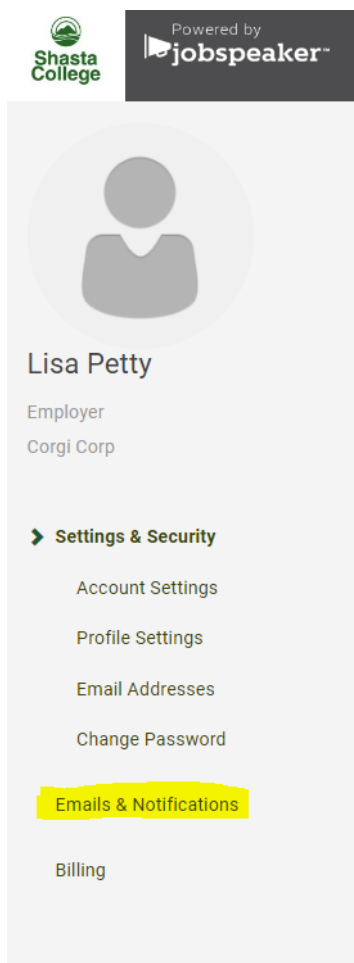
A. Using this link: <https://shasta.jobspeaker.com/v2/job-board>

## 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:



## 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	<a href="#">Review</a>
11/3/22	Lisa Petty	The Learning Center Edge Mentor Corgi Corp	<a href="#">Review</a>

## 5. View Applications:

a. Click on “Manage Apps”

Applications by Job					Download
Added	Job Title	Close Date	Applications	Hires	
11/03/22	<a href="#">The Learning Center Edge Mentor</a>	Closed (11/11/22)	1	0	<a href="#">Manage Apps</a>
06/08/22	<a href="#">Corgi Office Assistance (test)</a>	Closed (08/07/22)	1	0	<a href="#">Manage Apps</a>

b. Click on View:

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

[ADD NOTE](#)

Notes

There are no notes.

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

**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](mailto:jbeckman@shastacollege.edu)**