

Allowing approved employers to post jobs to Career Coach, and view interested students' resumés.

Employers

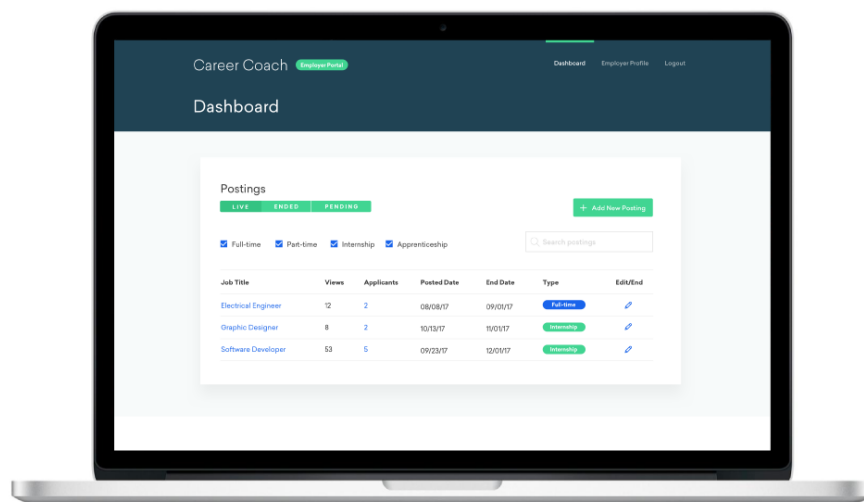
Engage with students by strategically adding job postings within Career Coach.

Signup and Approval Process:

- 1 Employer visits the Work Opportunities page within Career Coach to sign up for a profile.
During sign up, they provide Employer Name, Email, Password.
- 2 Employer fills out profile: Company Description, Website, Location, Phone Number.
- 3 Employer clicks "Request Approval" which alerts the institution's admin via email. The admin will review the employer's profile and either approve or deny them to post jobs. The employer will be notified via email.

Job Posting Process:

- 1 In the Dashboard, the employer can create a new job posting and specify which career pages it will appear on.
- 2 Once the employer clicks "Send for Approval" the institution's admin will review the posting and approve or deny it. The employer will be notified via email. If approved, the posting will be automatically added to the career page(s) in Career Coach.
- 3 The employer can view all applicants, download applicant resumes, and edit/end the posting anytime.



Questions? Contact us!

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