



Career Badger is Career Services' online system for posting Student Jobs, Internships, and Career positions. All enrolled students have a Career Badger account and can view/apply for your job openings.

Career Badger allows on-campus employers to:

- Post jobs online.
- View candidates who have applied for your positions by using Career Badger to deliver resumes and any other required materials to your email.
- Close jobs via Career Badger once you have the candidate pool you need - no phone call required.
- Re-post positions simply by changing key information – a new job number will be assigned.

### Employers with a Career Badger Account

If you have posted a position with Student Employment in the past, a Career Badger account may have been created for you.

- Login at:
- <http://www.snow.edu/careerbadger>
- Select **(1)** 'Employer Services and Login' -OR- **(2)** 'Employers.'

## Snow College Career Services

Need a campus job? Jobs open on August 1 so get ready now. Upload your resume and class schedule to your personalized job seeker account. Go to Badgerweb and look for the "Career Services online" link under the "Student" tab.  
Apply anytime for off-campus jobs and campus hourly jobs approved for an earlier posting date.

We connect students and employers to careers, campus jobs & paid internships. We will teach you how to create resumes and cover letters, gain new job search skills, network with professionals and employers, and research career choices and the labor market. Please explore the menu below to find out more:

- ➔ Student Resources
- ➔ Employer Services and Login **(1)**
- ➔ Faculty & Staff
- ➔ Calendar of Events
- ➔ Jobs & Internship Postings in BadgerWeb

SHARE

### Career Badger

- Career Badger Home
- Student Employment
- Student Jobs Portal
- Student Resources
- Employers **(2)**
- Faculty & Staff
- Calendar
- On-Campus Employer Resources

FOLLOW



- Select *Login*:

### Login

- Enter your **(3)** *username*: your email address  
Enter your **(4)** *password*: enter your unique password

The screenshot shows the login interface with the following callouts:

- (1)** points to the 'Employer Services and Login' link in the navigation menu.
- (2)** points to the 'Employers' link in the Career Badger dropdown menu.
- (3)** points to the 'USERNAME' input field.
- (4)** points to the 'PASSWORD' input field.
- (5)** points to the 'EMAIL ADDRESS' input field in the 'Forgot password' section.
- (6)** points to the 'Find My Account' button.

(If you have forgotten your password, type in your email address in the box below titled **(5)** 'Email Address' and select **(6)** 'find my account'.)

## Employers without a Career Badger Account

If you do not have an account, you must create one to post jobs on Career Badger.

- a. Go to <http://www.snow.edu/careerbadger>
- b. Click on (1) 'Employer Services and Login' –OR- (2) 'Employers'

## Snow College Career Services

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FOLLOW



- c. Select (3) 'Login'

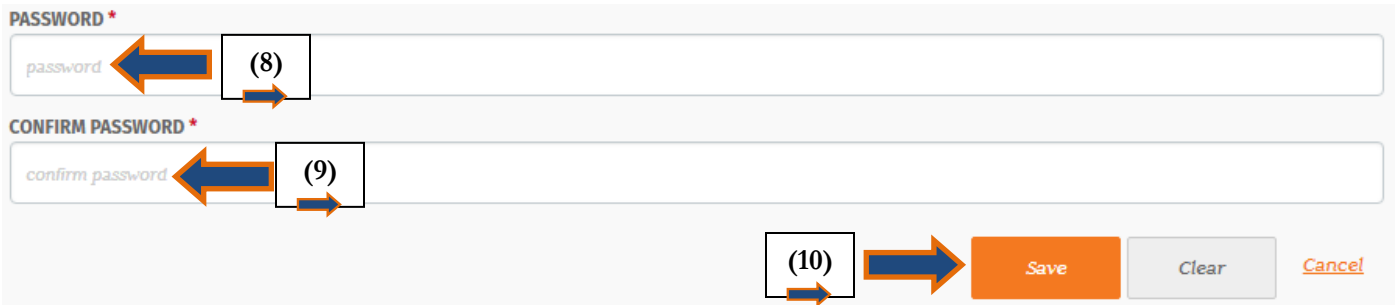


- d. Click on (4) 'Create Account'

- e. You will have to agree to the terms and conditions by selecting (5) 'Yes, I Have Read And Agree To The Terms And Conditions Of The Above User Agreement.'

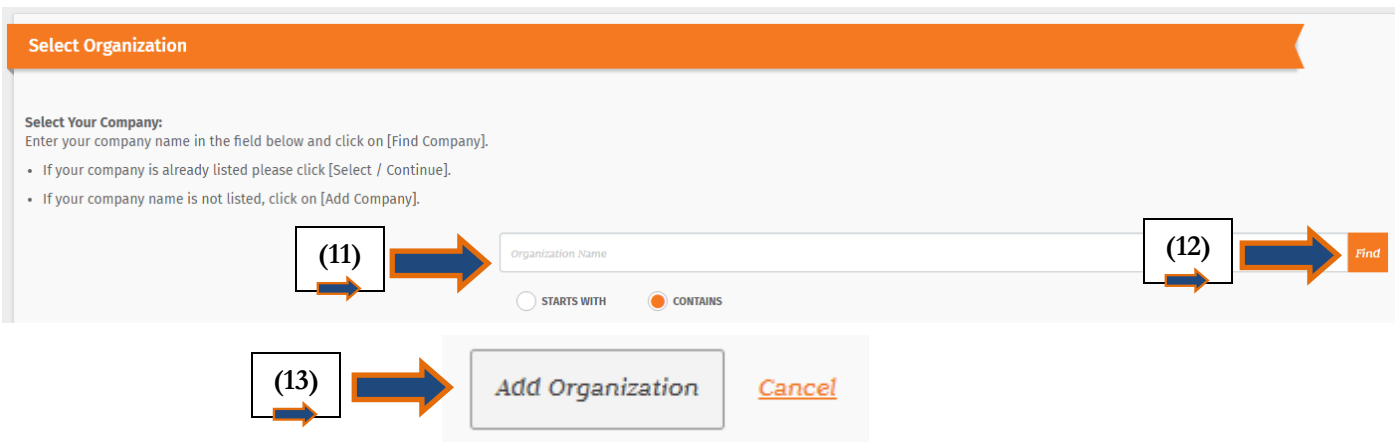
- f. Enter your (6) email address in the box and then click (7) 'Save'

- g. Create a unique password in the **(8)** password box and then confirm your password in the **(9)** confirm password box and then select **(10)** 'Save'



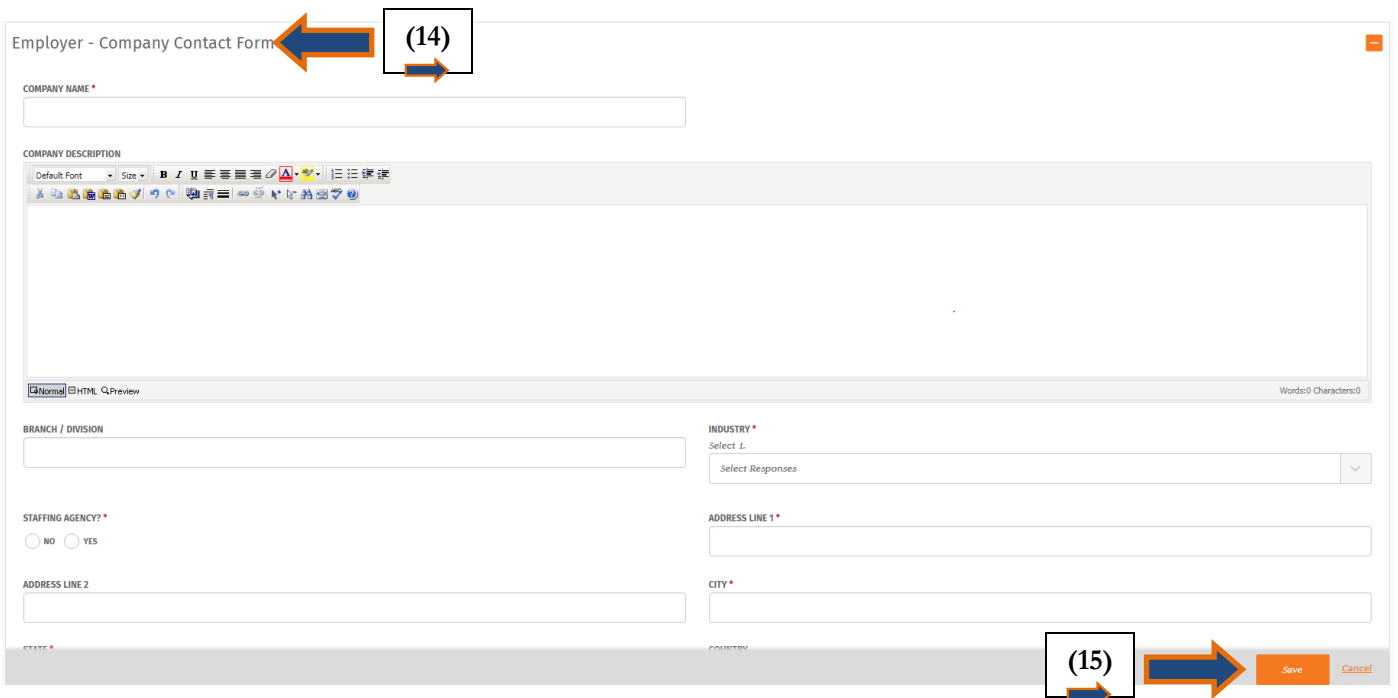
The screenshot shows a form with two password fields. The first field is labeled "PASSWORD \*" and contains the text "password". A blue arrow points from a box labeled "(8)" to the end of this field. The second field is labeled "CONFIRM PASSWORD \*" and contains the text "confirm password". A blue arrow points from a box labeled "(9)" to the end of this field. Below the fields are three buttons: "Save" (orange), "Clear" (grey), and "Cancel" (text link). A blue arrow points from a box labeled "(10)" to the "Save" button.

- h. Search for your company in the **(11)** organization name box and select **(12)** 'Find' before continuing. If you are unable to find your company click on **(13)** 'Add Organization' to complete a new registration.



The screenshot shows a form titled "Select Organization". It contains a text input field labeled "Organization Name" with a blue arrow pointing to it from a box labeled "(11)". Below the field are two radio buttons: "STARTS WITH" and "CONTAINS", with "CONTAINS" selected. To the right of the field is a "Find" button with a blue arrow pointing to it from a box labeled "(12)". Below the "Find" button is an "Add Organization" button with a blue arrow pointing to it from a box labeled "(13)". A "Cancel" link is also visible.

- i. Fill out the **(14)** 'Employer-Company Contact Form' fully before selecting **(15)** 'Save' to move on.



The screenshot shows a form titled "Employer - Company Contact Form". It contains several fields: "COMPANY NAME \*", "COMPANY DESCRIPTION" (with a rich text editor), "BRANCH / DIVISION", "INDUSTRY \*" (with a dropdown menu), "STAFFING AGENCY? \*" (with radio buttons for "NO" and "YES"), "ADDRESS LINE 1 \*", "ADDRESS LINE 2", "CITY \*", "STATE \*", and "COUNTRY". A blue arrow points from a box labeled "(14)" to the "COMPANY NAME" field. At the bottom right, a blue arrow points from a box labeled "(15)" to the "Save" button.

j. Fill out the (16) 'Recruiter Contact Detail Form' and then select (17) 'Save'

Employer - Recruiter Contact Detail Form

COMPANY NAME  
sample off campus employer guide

MIDDLE INITIAL

PREFERRED NAME

DEPARTMENT

ADDRESS LINE 2

STATE \*

COUNTRY

CELL PHONE

FIRST NAME \*

LAST NAME \*

JOB TITLE

ADDRESS LINE 1 \*  
sample

CITY \*

POSTAL CODE \*

PHONE \*

EMAIL \*

Save Cancel

k. Once you have selected 'Save' then you will be brought to the main dashboard of Career Badger.

1. **My Dashboard:** Once logged in, your screen will look similar to this:

CAREER BADGER Welcome, sample GLCC Logout Help

Dashboard

Job Postings

Register for Events

Events

Document Library

Login info

Active Job Postings Add New Job Posting +

Go To Job Listings Page

Event Calendar

24 THU	25 FRI	26 SAT	27 SUN	28 MON
No events on this day.	No events on this day.	No events on this day.	No events on this day.	No events on this day.

Profile Information View Profile View Organization Profile & Contacts

New GradLeaders Employer Interface Welcome to the new GradLeaders Employer Interface. This new interface is designed and optimized for use

Event Registration Welcome to Career Badger - your one-stop for connecting to Snow College students. Please post your openings or sign up for campus recruiting events. Note - ALL job and internship postings must be paid opportunities. We do NOT accept unpaid internship independent contractor or commission-only posts.

## 2. Profile Information:

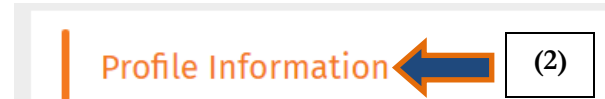
- a. To view/update your Profile or Organization Profile and Contacts, stay on the **(1)** main dashboard and scroll down to the bottom of the page. You should be able to see the box that is labeled **(2)** 'Profile Information.' You can click on **(3)** 'View Profile' or **(4)** 'View Organization Profile and Contacts' to view your information or make any necessary updates.



[Job Postings](#)

[Register for Events](#)

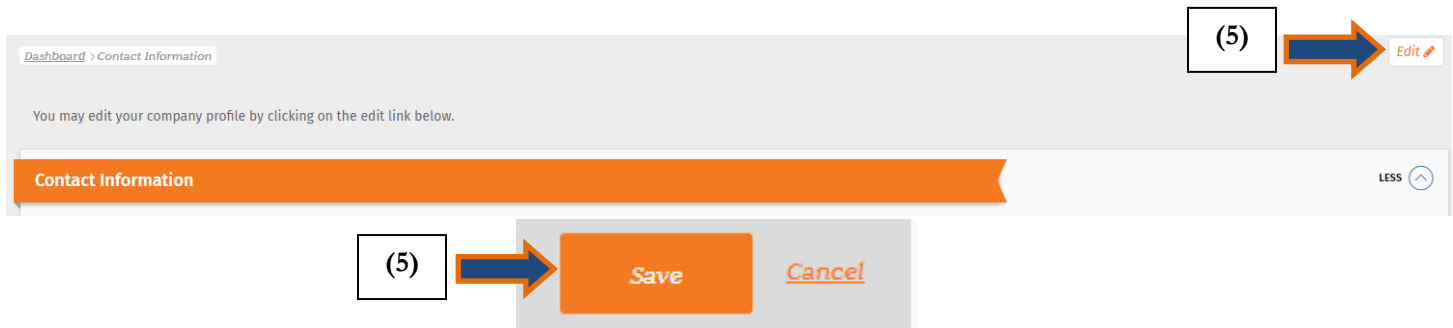
[Events](#)



[View Profile](#)

[View Organization Profile & Contacts](#)

- b. To update, click the **(5)** 'Edit' link in the top right corner, update the information and **(6)** 'Save'.



## 3. To Post a New Job

- a. Click on **(1)** 'Job Postings' on the toolbar and then on the **(2)** 'Add New' link in the top right corner. You can also go to the **(3)** main dashboard and then click on **(4)** 'Add New Job Posting' in the top right corner.



[Job Postings](#)

[Register for Events](#)

[Events](#)




- b. Complete the following sections: *Position Information, Contact Information, Posting Information, Screening Criteria, and Application Details.*

**Tips for completing each section are listed below.** Fill out as much information as possible to make the job posting complete. Be sure to 'Save' the job posting. You will receive an email confirming your job has been activated to allow student viewing; positions are activated each business day and an email is sent to the contact listed within the job posting.

**Position Information Section Tips**

- a. Leave the **(5)** 'Job Reference #' blank.

JOB REFERENCE # (INTERNAL TO YOUR COMPANY)  (5)

- b. In the *Job Description and Qualifications* sections provide as much detail as possible to ensure quality candidates apply.

**Contact Information Section Tips**

- c. Your Contact Information will be pre-populated in this section. Make edits to this section for the individual you want to receive resumes; their contact information will be associated with this job posting only and you will still be a contact for your department. To edit your contact information, see 2b above.

**Posting Information Section Tips**

- d. If the job is local to Snow College, be sure to select the **(6)** 'Local Job Locations' and select the **(7)** appropriate city box. This provides students with a quick way of searching on or near campus.

LOCAL JOB LOCATION(S)  (6)


Select Responses 


[Select All](#) | [Clear All](#)

EPHRAIM  (7)


GUNNISON

- e. In the **(8)** 'Job Location' section, for the convenience of local employers, **(9)** 'Utah' is listed at the top. Simply select the box.

JOB LOCATION \*  (8)

Select Responses 

[Expand All](#) | [Collapse All](#) [Select All](#) | [Clear All](#)

UTAH  (9)

## Screening Criteria Section Tips

- f. **IMPORTANT!!** If you wish to screen applicants based on **(10) G.P.A.**, **(11) applicant type**, or **(12) major**, you must select the correct box with the right information if you want to limit who may apply. Otherwise, applicants will not be automatically screened based on selected criteria.
- g. If you do not want to screen on this criteria, please leave dropdowns blank and enter "0" for GPA.

SCREENING APPLICANTS - ELIGIBLE MAJOR(S)  
Select Responses (10)

SCREENING APPLICANTS - APPLICANT TYPE  
Select Responses (12)

SCREENING APPLICANTS - MINIMUM GPA  
(11)

## Application Details Section Tips

- h. In *Application Details*, take advantage of Career Badger's capabilities to allow students to submit resumes directly to the email address of the contact person within the job posting. Simply go to the **(13) 'Job Application Method'** drop-down menu and select **(14) 'Resume Drop.'**
- i. Once you have clicked on 'Resume Drop,' a box will appear titled **(15) 'Delivery of Job Posting Applications'** where you can choose how often you will receive email alerts of resume submissions.

APPLICATION DEADLINE DATE  
6/22/2018 11 : 39 PM

DELIVERY OF JOB POSTING APPLICATIONS\* (15)  
Select One...

JOB APPLICATION METHOD (13)  
Select Responses

EMAIL  
 WEBSITE  
 RESUME DROP (14)  
 OTHER

### 1. Job Posting Details

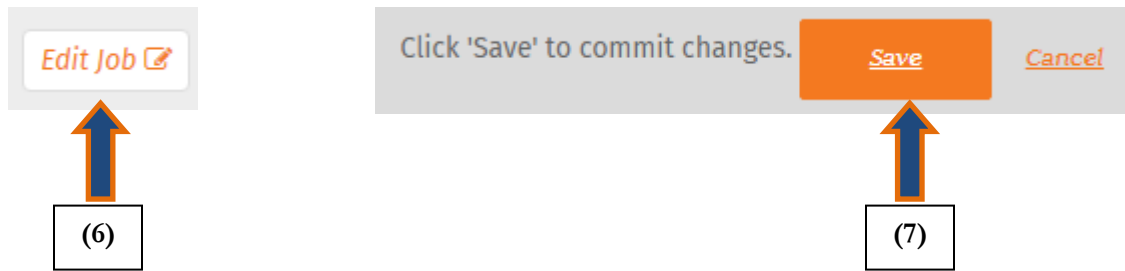
- a. Once your job posting is complete, the posting will appear on the main dashboard under **(1) 'Active Job Postings.'**
- b. To view or edit the job posting, select the **(2) job title** –OR- you can click on **(3) 'Go To Job Listings Page'** and click on the job title there. You can also see how many **(4) views** and **(5) applicants** your job has as

Active Job Postings (1)

(5) Student Mail Clerk (2)  
# Applicants 0  
# Views 3  
Posted 5/22/2018  
Expires 6/21/2018 View (4)

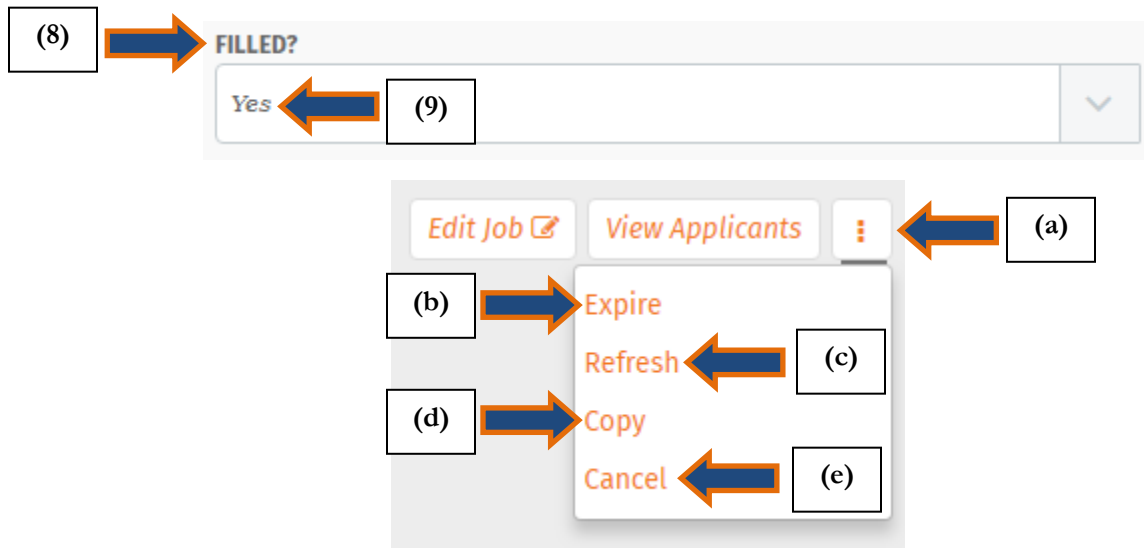
Go To Job Listings Page (3)

- c. After you have clicked on the job title, you can click **(6)** 'Edit Job' found in the top right corner of the screen, but make sure to save all of the changes that you have made by clicking on **(7)** 'Save' at the bottom of the screen.



- d. The job status will be "pending" until it has been approved by Career Services.  
 e. Each time you edit job information, the job posting must be approved by Career Services.  
 f. The *Application Date Deadline* will automatically set to 30 days after the posting date. Once the job is approved, you will be able to edit the date if necessary.

Once the position has been filled, go to the **(8)** 'filled,' which can be found if you select on the job title for the correct position, and select **(9)** 'yes.' This will put a note on the job that has been filled, and candidates will not be able to apply for the job. The job will still appear in a search and be viewable by candidates until it is expired.



The icons shown above will also help perform basic functions within a specific job posting.

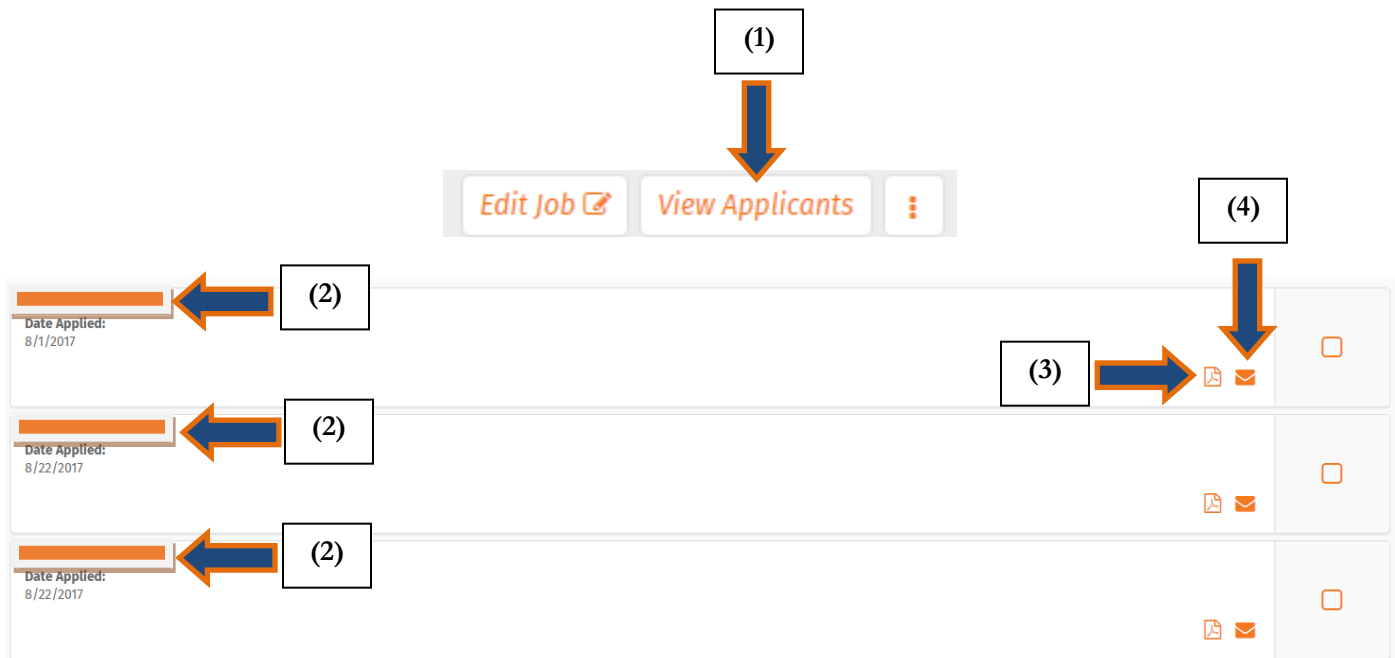
- a. **To Close a Posted Job-** The posting will automatically close on the *Application End Date* and the contact identified within the job posting will receive one bundle of all candidates' resume in an email the following business day. If you choose to close your job early, click the **(a)** *Menu button* to view a list of options and then select **(b)** 'Expire.' Candidates will no longer be able to view or apply for the job. Although expired, the job will still be available for you to view and reference under the "Job Postings" tab on the dashboard.



- b. **To Refresh a Posted Job-** If you would like to extend the deadline date for candidates to view and apply for the job, just click on the job title you would like to refresh, and select the **(c) 'Refresh'** icon. Be sure to edit the dates, or other details in the job posting as necessary.
- c. **To Copy/Re-Post a Previously Posted Job-** To copy a previously posted job, click on the job title you would like copied, then select the **(d) Copy** icon. Be sure to edit the job as necessary, including the deadline date. A new job ID will be assigned. Career Services will activate your new job posting by the next business day. You will receive an email, based on your selected preference, each time a candidate applies via Career Badger for your job.
- g. **To Cancel a Job Posting-** The **(e) Cancel** icon allows you to delete the posting completely. Canceling the job will not save it in your account for later reference.

### Career Badger Will Help You View and Screen Applicants

**To View Applicants-** Select **(1) View Applicants** to see the list of applicants for the job. You can click on the **(2) student's name** to view their resume. You can also **(3) print** the resume by clicking the adobe icon or **(4) email** the student by clicking on the envelope.



On the first business day after the *Application Deadline Date*, you will receive an email with a pdf attachment of all of the applicant's resumes. You can view them in the email, or download and print them.

**Thank you for using Career Badger to manage your job postings.  
Feel free to contact Career Services if you need assistance.**

**Ephraim: 435-283-7648**

**Richfield: 435-893-2221**

**[career.services@snow.edu](mailto:career.services@snow.edu)**