



## Off-Campus Employer Guide

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 the *Employers* Login option

- [Students](#)
- [Employers](#) 
- [Faculty & Staff](#)
- [Calendar](#)
- [Jobs & Internship Postings](#)

- Select *Login*:

**Login** 

- Enter your username: your email address  
Enter your password: enter your unique password


**(If you forgot your password or username, click the "forgot password" link to retrieve it)**

### Employers without a Career Badger Account

If you do not have an account, follow the previous steps to navigate to the login screen. Click the 'create a new account' link underneath the login.

Enter your username and password below

Username:   
Password:

  [Clear](#)

**1st Time Users:** [Create a New Account](#)

Enter your email address, and create your password.

Search for your company before continuing. If you are unable to find your company click on 'Add Organization?' to complete a new registration.

Fill out the entire registration form, and when complete hit 'Save' at the bottom of the screen. If you have any problems or questions about the process, feel free to give us a call at either **435-283-7648** (Ephraim) or **435-893-2221** (Richfield)

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



**CAREER  
BADGER**

GLCC

<b>My Dashboard</b>	Job Postings	Register for Events	Events	Document Library
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**Profile Information**

[View Profile](#)  
[View Organization Profile & Contacts](#)

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**Job Postings**

[Post a New Job »](#)

[View all »](#)

**Event Registration**

Click [here](#) to register for our upcoming events.

- 1/24/2017 10:00 AM - Employer Recruiting Day - Jan 24
- 1/25/2017 10:00 AM - Employer Recruiting Day - Jan 25
- 2/21/2017 10:00 AM - Employer Recruiting Day - Feb. 21
- 2/22/2017 10:00 AM - Employer Recruiting Day - Feb. 22
- 3/8/2017 11:00 AM - Spring Career Fair and Job Expo- March 8
- 3/9/2017 12:00 PM - Richfield Community Job Fair- March 9
- 3/28/2017 10:00 AM - Employer Recruiting Day - March 28
- 3/29/2017 10:00 AM - Employer Recruiting Day - March 29

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## 2. Profile Information

a. To view/update your *Profile*, or the *Organization Profile & Contacts*, click on the corresponding links.

<b>My Dashboard</b>	Candidate Search	Job Postings	Event Registration	Events	Document Library
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**Profile Information**

[View Profile](#)  
[View Organization Profile & Contacts](#)

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**Job Postings**

[Post a New Job »](#)

[View all »](#)

**Important Messages**

enter employer message here

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**Resume Book Subscriptions**

Select the Candidate Resume Book that you would like to access from the list below.

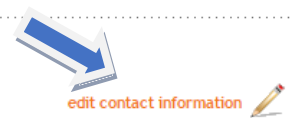
**Resume Book Products:**

- Students

b. To update, click the “edit” link on the right, update the information and “Save”.

### Contact Profile

You may edit your company profile by clicking on the edit link below.



## 3. To Post a New Job

a. Click on *Job Postings* on the toolbar or *Post a New Job* on the dashboard.

<b>My Dashboard</b>	Candidate Search	<b>Job Postings</b>	Event Registration	Events	Document Library
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**Profile Information**

[View Profile](#)  
[View Organization Profile & Contacts](#)

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**Job Postings**

[Post a New Job »](#)

[View all »](#)

**Important Messages**

enter employer message here

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**Resume Book Subscriptions**

Select the Candidate Resume Book that you would like to access from the list below.

**Resume Book Products:**

- Students

- b. Complete the following sections: *Position Information*, *Contact Information*, and *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 “Job Reference #” blank.  
b. In the *Job Description* and *Qualifications* sections provide as much detail as possible to ensure quality candidates apply.

**Contact Information Section Tips**

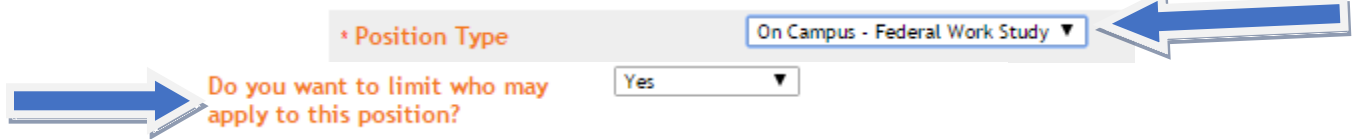
- c. Your Contact Information will be pre-populated in this section. Make edits to this section for the individual you want to receive resumes; their contact information will be associated with this job posting only and you will still be a contact for your department. To edit your contact information,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

**Posting Information Section Tips**

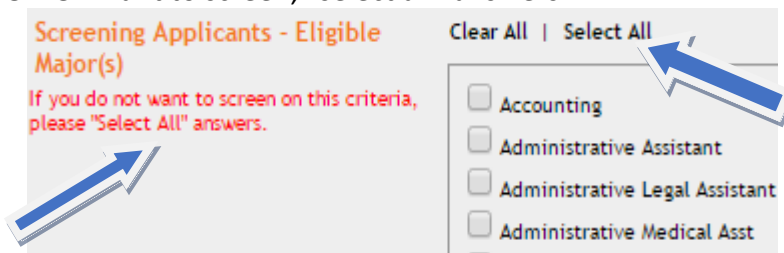
- d. For local jobs, be sure to check the box of the nearest city. This provides students with a quick way of searching for a job near campus.  
e. In the *Job Location* section, for the convenience of local employers, Utah is listed at the top. Simply select the box.

**Screening Criteria Section Tips**

- f. **IMPORTANT!!** If you wish to screen applicants based on G.P.A, applicant type, or major, you must select “yes” you want to limit who may apply. Otherwise, applicants will not be automatically screened based on selected criteria.



- g. For the fields you DO NOT want to screen, “select all” answers.



- h. See the red instructions for information on each of the screening criteria.

**Application Details Section Tips**

- i. In *Job Application Method*, 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 select “Resume Drop” to allow candidates to apply through Career Badger.  
j. You will be able to choose how often you will receive email alerts of resume submissions.

#### 4. Job Posting Details

a. Once your job posting is complete, the posting will appear on your main dashboard.

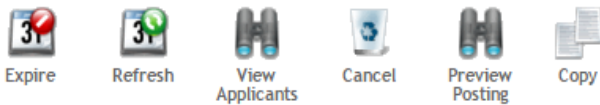
The screenshot shows a dashboard with navigation tabs: My Dashboard, Candidate Search, Job Postings, Event Registration, Events, and Document Library. Below the tabs are four main sections: Profile Information (with links for View Profile and View Organization Profile & Contacts), Important Messages (with a text input field for employer messages), Job Postings (with a 'Post a New Job' link and a list of job postings), and Resume Book Subscriptions (with a selection list for resume book products). A blue arrow points to the 'Career Services -TEST JOB' listing in the Job Postings section, which includes a 'Job Detail' link, 'Applicants: 2', 'Posted: 12/13/2016', 'Expires: 12/12/2017', and a 'View all' link.

b. To view or edit the job posting, select “Job Detail”, where you will see the following.

### Job Posting Details

Managing your job posting:

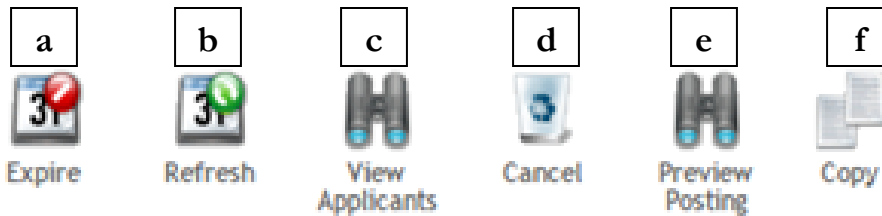
- Click on the icons above to expire, refresh or delete your job.
- To view candidates who have applied, click on the View Applications icon above.
- Your job posting activity is listed below.
- Click the edit icon to make changes to the job details.



#### Career Services -TEST JOB

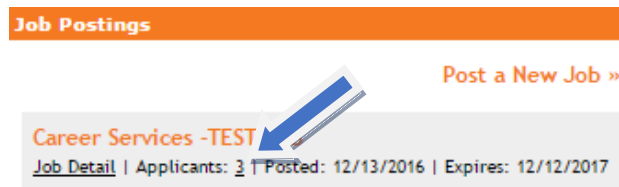
The screenshot shows the 'Activity' section for the job posting. It includes a status dropdown set to 'Pending' (labeled 'a'), a 'Filled?' dropdown set to 'No' (labeled 'e'), and a 'Date Posted: 12/13/2016' (labeled 'c'). On the right side, it shows '# of Searches Matched: 0' (labeled 'd') and '# of Views: 0'. At the bottom, there is a 'View Job Detail' link and an 'edit job information' link with a pencil icon (labeled 'b').

- The job status will be “pending” until it has been approved by Career Services, within the next business day.
- To edit the posting, click the link on the right hand side, update the information, and save. Each time you edit job information, the job posting must be approved by Career Services.
- 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.
- You will be able to see the number of searches matched with your posting, and the number of views by candidates.
- Once the position has been filled, selecting “yes” 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.

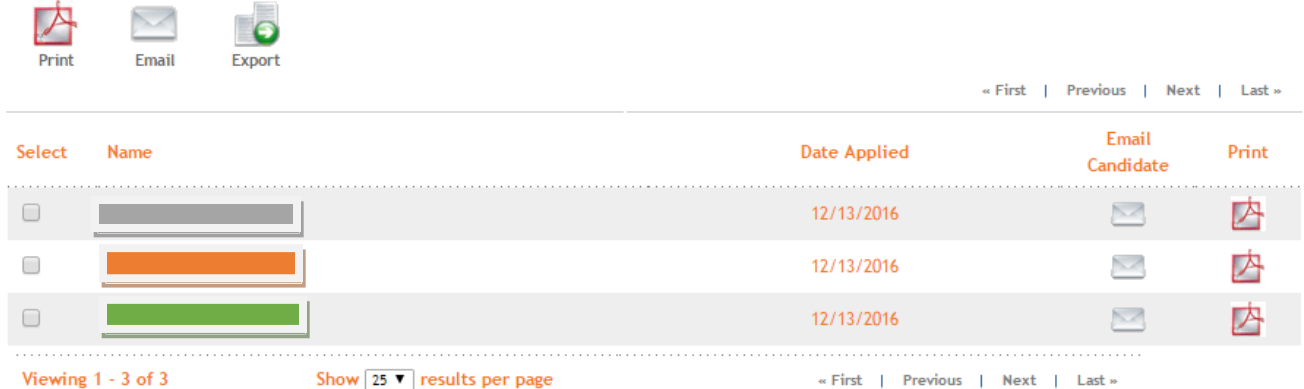


The icons shown above will also help perform basic functions within a specific job posting.

- 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 *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 *Refresh* icon. Be sure to edit the dates, or other details in the job posting as necessary.
- c. **To View Applicants-** Select *View Applicants* to see the list of applicants for the job. You can also view applicants by clicking on the underlined number next to "Applicants" in the *Job Postings* section of your dashboard.



At this point you will be able to see all applicants, view resumes, print resumes, or send emails.



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.

- d. **To Cancel a Job Posting-** The *Cancel* icon allows you to delete the posting completely. Canceling the job will not save it in your account for later reference.
- e. **To Preview a Job Posting-** Click the *Preview Posting* icon to see the job posting as a candidate would see it before or after it is posted.
- f. **To Copy/Re-Post a Previously Posted Job-** To copy a previously posted job, click *Copy*. 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.

**Thank you for using Career Badger to manage your job postings. Feel free to contact Career Services at 435-283-7648 (Ephraim) 435-893-2221 (Richfield) or [career.services@snow.edu](mailto:career.services@snow.edu) for help.**