



On-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 **(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

USERNAME * **(3)**

PASSWORD * **(4)**

1st time user? [Create Account](#)

If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions.

EMAIL ADDRESS * **(5)**

(6) Find My Account

(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

On-Campus employers have an account created for them. If you do not have an account, please contact Career Services at **435-283-7648** (Ephraim) or **435-893-2221** (Richfield).

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

The screenshot shows the Career Badger dashboard. At the top left is the Career Badger logo with the text "Welcome, Lisa" and "Students". On the top right are "Logout" and "Help" links. A left sidebar contains navigation options: Dashboard, Candidate Search, Job Postings, Register for Events, Events, Document Library, and Login Info. The main content area is divided into three sections: "Active Job Postings" with a "Go To Job Listings Page" link and an "Add New Job Posting" button; "Expired Job Postings" with a "Go To Job Listings Page" link and five job listing cards for various positions (e.g., Student Promotions Assistant, Student Marketing Assistant, Office Assistant); and "Event Calendar" showing dates 23 (Wed), 24 (Thu), 25 (Fri), 26 (Sat), and 27 (Sun), each with "No events on this day."

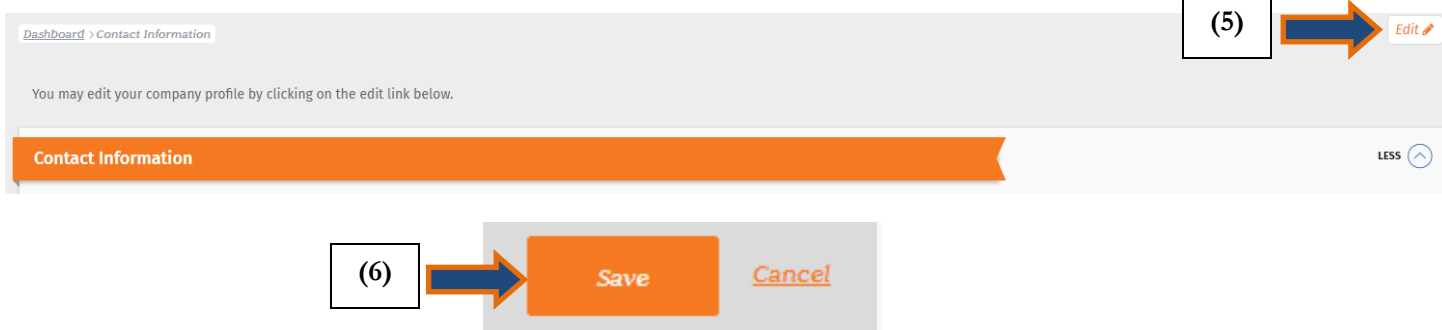
2. Profile Information

- a. To view/update your Profile or Organization Profile and Contacts, go to 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.

A diagram of the dashboard sidebar with four items: "Dashboard" (with a grid icon), "Candidate Search" (with a magnifying glass icon), "Job Postings" (with a briefcase icon), and "Register for Events" (with a calendar icon). A blue arrow points from a box labeled **(1)** to the "Dashboard" link.

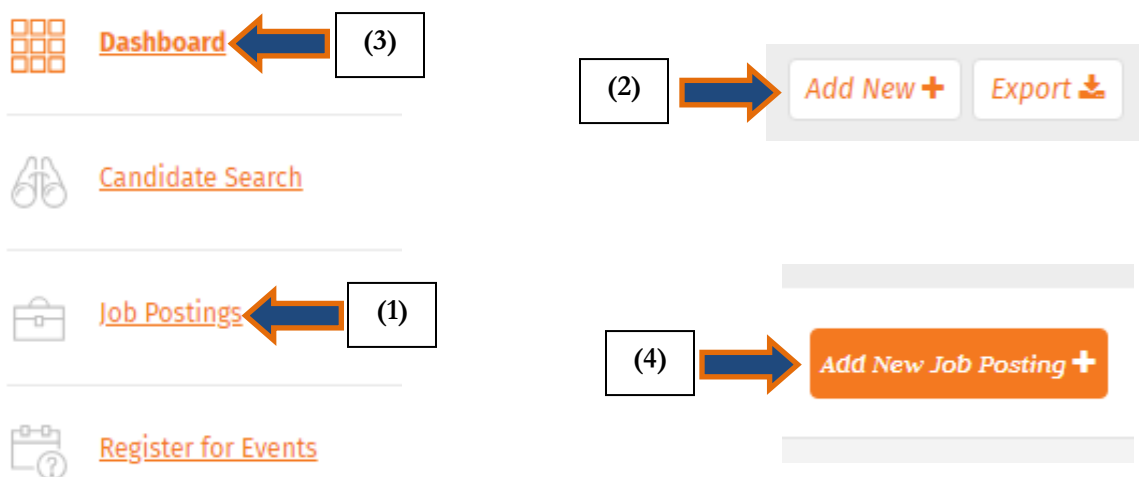
A diagram of the "Profile Information" section. It shows a box labeled **(2)** pointing to the "Profile Information" header. Below it, two links are shown: "View Profile" and "View Organization Profile & Contacts". A box labeled **(3)** points to "View Profile", and a box labeled **(4)** points to "View 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.

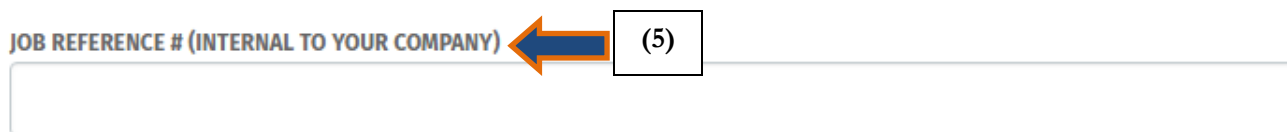


b. Complete the following sections: *Position Information, Contact Information, Posting Information, Screening Criteria, and Application Details.*

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.




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 on-campus jobs, be sure to select the **(6)** 'Local Job Locations' and select the **(7)** 'Ephraim' or 'Richfield' 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. WORK STUDY EMPLOYERS NOTE: You must select **(a)** 'Position Type' under the Posting Information Section and select **(b)** 'On Campus – Federal Work Study.' Then go back to the Screening Criteria Section and use the **(c)** 'Screening Applicants – Applicant Type' drop down box to select **(d)** 'Federal Work Study.' Later under the Application Details Section, under **(e)** 'Screening Categories' please check the box for **(f)** 'Screening Applicants – Applicant Type.'
- g. If you do not want to screen on this criteria, please enter '0' in the box below

SCREENING CRITERIA  [If you do not want to screen on this criteria, please enter \"0\" in the box below.](#) > 

SCREENING APPLICANTS - ELIGIBLE MAJOR(S)  (12)

SCREENING APPLICANTS - MINIMUM GPA  (10)

SCREENING APPLICANTS - APPLICANT TYPE  (11)

POSITION TYPE *

(a)

On Campus - Federal Work Study

(b)

SCREENING APPLICANTS - APPLICANT TYPE

(c)

Select Responses

Select All | Clear All

ALUMNI

STUDENT

FEDERAL WORK-STUDY

(d)

GUEST

SCREENING CATEGORIES

(e)

SCREENING APPLICANTS - APPLICANT TYPE

(f)

SCREENING APPLICANTS - ELIGIBLE MAJOR(S)

SCREENING APPLICANTS - MINIMUM GPA

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 *

Select One...

(15)

JOB APPLICATION INSTRUCTIONS

JOB APPLICATION METHOD

(13)

Select Responses

Select All | Clear All

EMAIL

WEBSITE

RESUME DROP

(14)

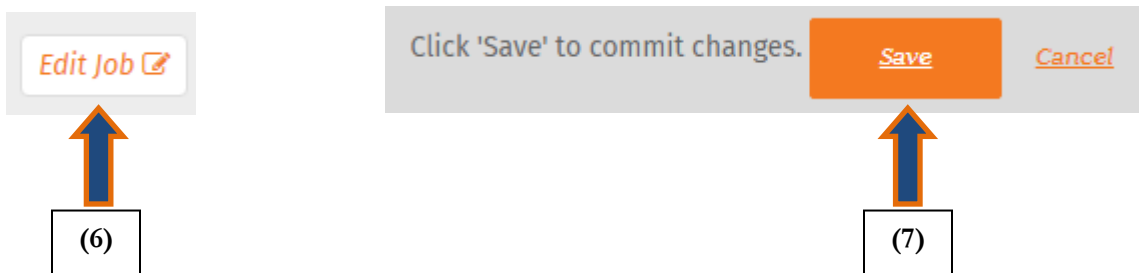
OTHER

4. Job Posting Details

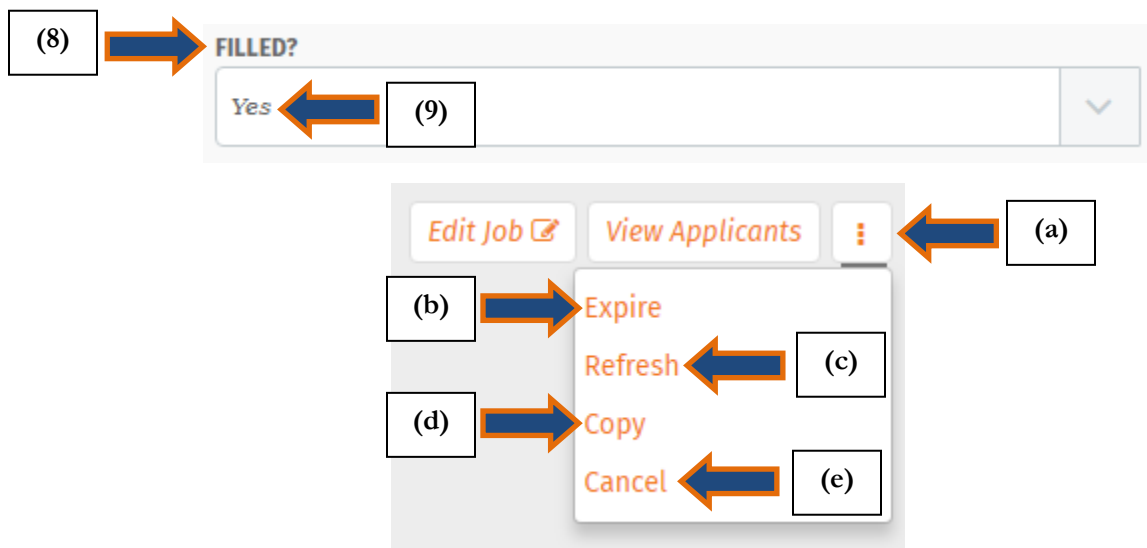
- a. Once your job posting is complete, the posting will appear on the main dashboard under **(1)** 'Active Job Postings.'
- b. To view or edit the job posting, select the **(2)** job title –OR- you can click on **(3)** 'Go To Job Listings Page' and click on the job title there. You can also see how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



- 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. (You will also have the option to see who has applied for the job by selecting the **(8)** 'View Applicants' button located next to 'Edit Job'.)



- 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.

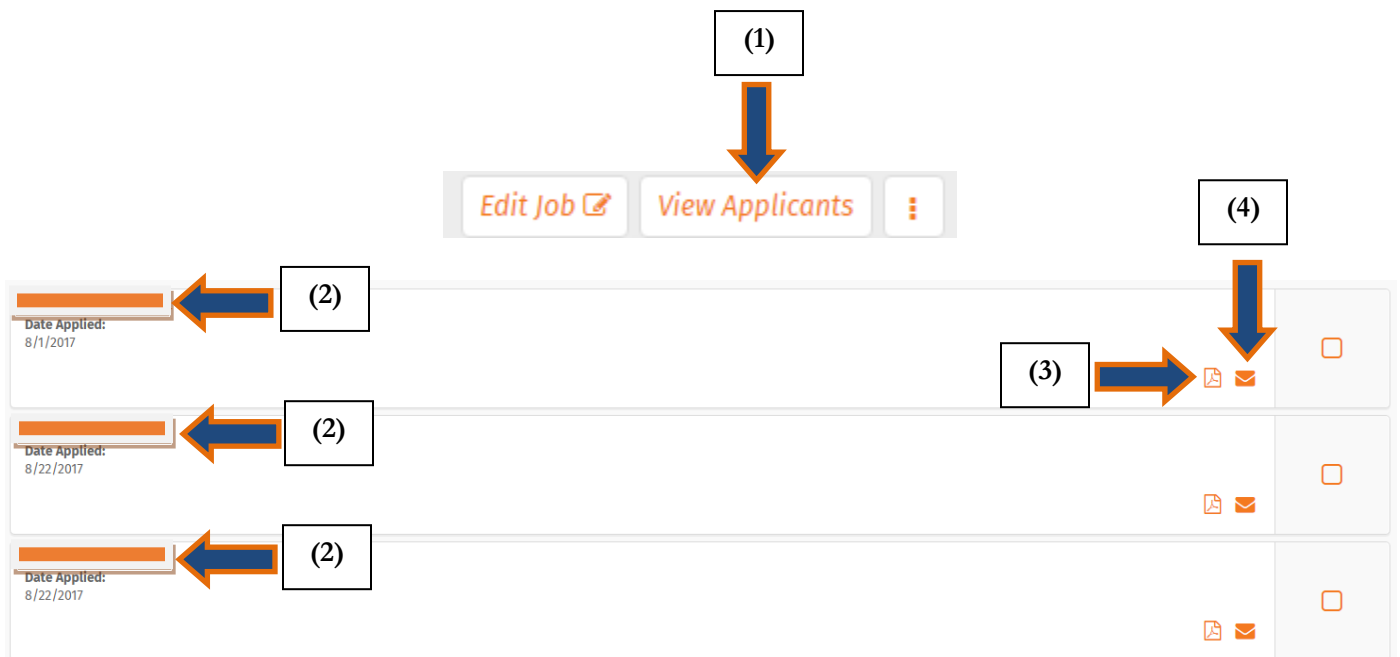


The icons shown above will also help perform basic functions within a specific job posting.

- 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