



# STUDENT EMPLOYMENT MANAGEMENT SYSTEMS For Employers

## WELCOME

This segment of the system allows *Employers* to post and edit jobs, and interact with interested applicants.

Please visit the Student Employment Office's website, [http://www.valdosta.edu/finadmin/human\\_resources/studemp/](http://www.valdosta.edu/finadmin/human_resources/studemp/), and proceed to "Supervisor Information."

## LOGIN

1. Enter your Blazenet username and password.
2. Click *Login*.

The screenshot shows a login interface with two text input fields. The first field is labeled "User Name" and the second is labeled "Password". To the right of the "Password" field is a rounded rectangular button labeled "Login".

3. Click *Submit* to acknowledge the Standard Web Disclaimer.

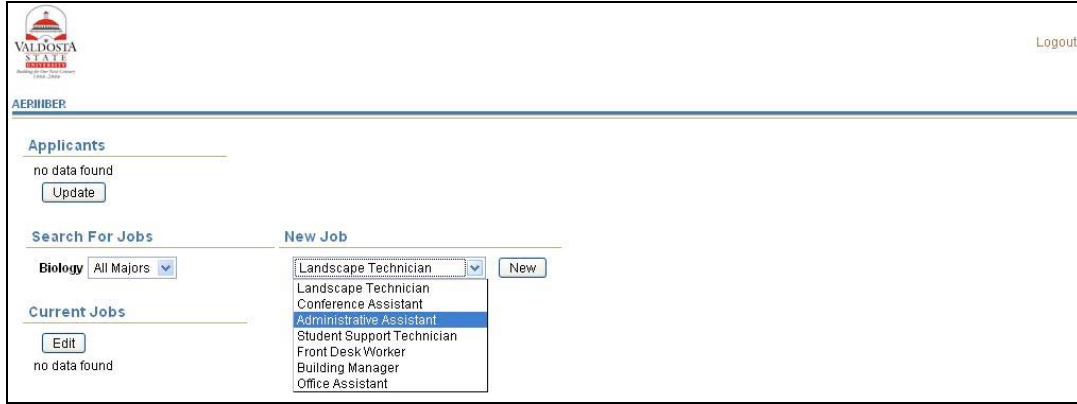
The screenshot shows a web page with the Valdosta State University logo in the top left corner and a "Logout" link in the top right corner. Below a horizontal line, the text reads "Standard Web Disclaimer" followed by a paragraph of legal text. At the bottom of the disclaimer area is a "Submit" button.

# STUDENT EMPLOYMENT MANAGEMENT SYSTEMS

## For Employers

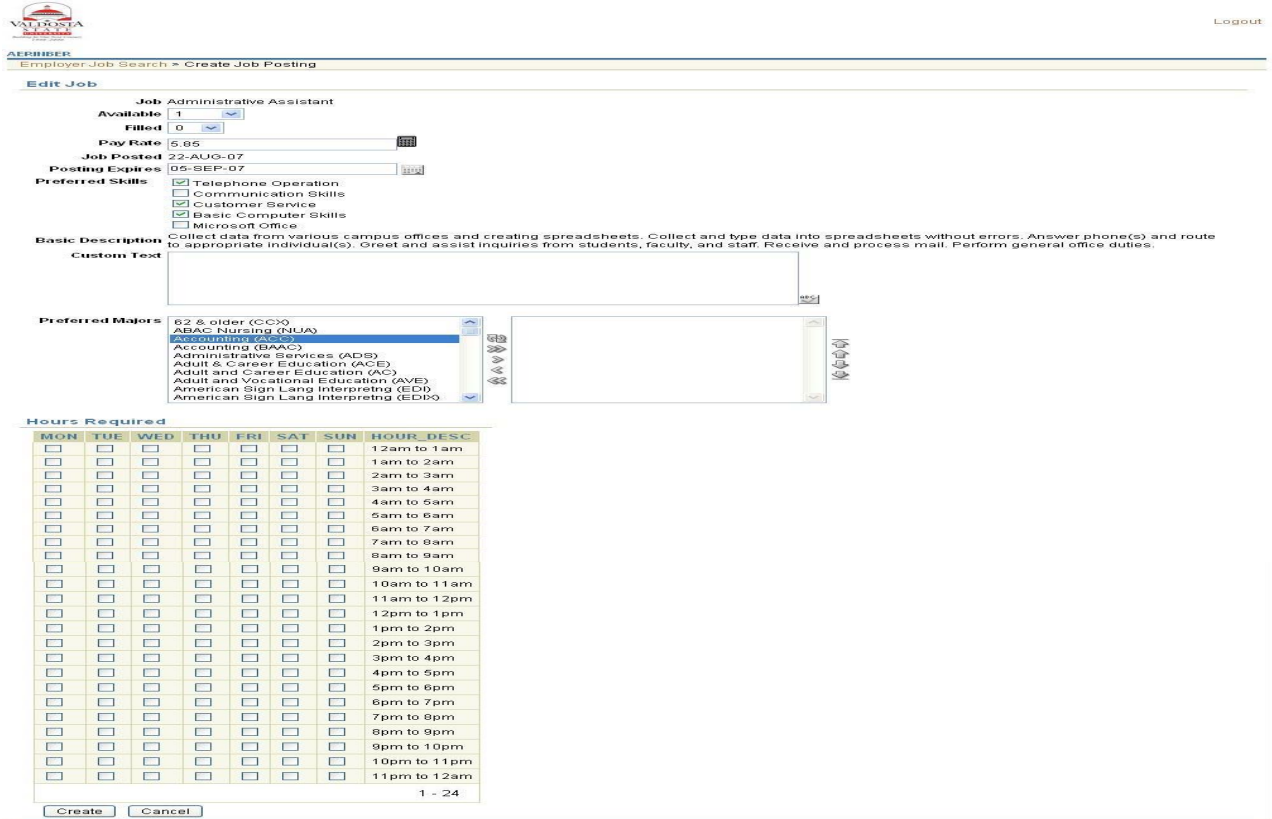
### CREATE A NEW JOB

1. Select the job that you would like to create.
2. Click *New*.



The screenshot shows the 'New Job' section of the system. A search filter is set to 'Biology' under 'All Majors'. A dropdown menu is open, showing a list of job titles: Landscape Technician, Conference Assistant, Administrative Assistant (highlighted), Student Support Technician, Front Desk Worker, Building Manager, and Office Assistant. A 'New' button is visible to the right of the dropdown.

3. Specify the number of positions, pay rate, expiration date, preferred skills, custom text to add to the base description, preferred major(s), if any, and the hours required for this job.
4. Click *Create*.




The screenshot shows the 'Create Job Posting' form. The job title is 'Administrative Assistant'. The 'Available' field is set to 1, and 'Filled' is 0. The 'Pay Rate' is \$5.85, and the 'Posting Expires' date is 05-SEP-07. There are checkboxes for preferred skills: Telephone Operation (checked), Communication Skills, Customer Service (checked), Basic Computer Skills (checked), and Microsoft Office. The 'Custom Text' area contains the following text: 'Collect data from various campus offices and creating spreadsheets. Collect and type data into spreadsheets without errors. Answer phone(s) and route to appropriate individual(s). Greet and assist inquiries from students, faculty, and staff. Receive and process mail. Perform general office duties.' The 'Preferred Majors' list includes: 62 & older (CCO), ABAC Nursing (NNA), Accounting (ACC), Accounting (BAAC), Administrative Services (ADS), Adult & Career Education (ACE), Adult and Career Education (AC), Adult and Vocational Education (AVE), American Sign Lang Interpreting (EDI), and American Sign Lang Interpreting (EDDO). The 'Hours Required' section is a grid with columns for days of the week (MON-SUN) and rows for time slots from 12am to 12am. The grid is currently empty.

### EDIT A EXISTING JOB

# STUDENT EMPLOYMENT MANAGEMENT SYSTEMS For Employers

1. Go to the *Current Jobs* section.
2. Select the job by clicking on the radio button.
3. Click *Edit*.


Logout

AERHIBER

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**Applicants**

no data found

**Search For Jobs** **New Job**

**Biology**

**Current Jobs**

EDIT	TITLE	DESCRIPTION	SKILLS	POSITIONS	SCHEDULE	HOURLY RATE	DEPT	PREF MAJOR	POSTED ▲	EXPIRES
<input type="radio"/>	Administrative Assistant	Collect data from various campus offices and creating spreadsheets. Collect and type data into spreadsheets without errors. Answer phone(s) and route to appropriate individual(s). Greet and assist inquiries from students, faculty, and staff. Receive and process mail. Perform general office duties.	Telephone Operation, Customer Service, Basic Computer Skills	1	Monday 10am-2pm, Tuesday 10am-2pm, Wednesday 10am-2pm, Thursday 10am-2pm, Friday 10am-2pm	5.85	Biology	-	22-AUG-07	05-SEP-07

1 - 1

**NOTE:** A job will remain on this list and is available to receive applications until the expiration date expires or until the number of positions filled equals the number of positions available. If jobs available="Open" AND the expiration date is empty, then the job will remain posted indefinitely.

4. Make changes.
5. Click *Update*.



# STUDENT EMPLOYMENT MANAGEMENT SYSTEMS

## For Employers

### VIEW APPLICANT(S)

When interested students have applied for your listed position, they will appear in the *Applicants* section.

**NOTE:** In order to create the application, a student must be taking at least 6 credit hours in current term and must have a GPA of 2.0 or more.

**NOTE:** If the applicant has submitted a resume, you may click on the filename and the file will download to your computer.

1. Click *View*.

Logout

**AERHBER**

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**Applicants**

View	Resume	Student ID	Title	Start Date ▲	Eligible	Interview	Hire	Update	Hide
View	Feeling of Power.rtf	870064971	Administrative Assistant	27-AUG-07	Y	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 - 1									

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**Search For Jobs** **New Job**

**Biology** All Majors ▼ Landscape Technician ▼

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**Current Jobs**

EDIT	TITLE	DESCRIPTION	SKILLS	POSITIONS	SCHEDULE	HOURLY RATE	DEPT	PREF MAJOR	POSTED ▲	EXPIRES
○	Administrative Assistant	Collect data from various campus offices and creating spreadsheets. Collect and type data into spreadsheets without errors. Answer phone(s) and route to appropriate individual(s). Greet and assist inquiries from students, faculty, and staff. Receive and process mail. Perform general office duties.	Telephone Operation, Customer Service, Basic Computer Skills	1	Monday 10am-2pm, Tuesday 10am-2pm, Wednesday 10am-2pm, Thursday 10am-2pm, Friday 10am-2pm	5.85	Biology	-	22-AUG-07	05-SEP-07
1 - 1										

2. Click *Employer Job Search* to return to the main page.


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## For Employers

### SELECT APPLICANT

1. Enter *Interview* date.
2. Enter *Hire* date.
3. Click *Update* checkbox.

**NOTE:** An application will be removed from your list the day after the hire date. You may also hide an application by clicking the *Hide* checkbox and then the *Update* button.


Logout

AERHBER

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**Applicants**

View	Resume	Student ID	Title	Start Date ▲	Eligible	Interview	Hire	Update	Hide
View	Feeling of Power.rtf	870064971	Administrative Assistant	27-AUG-07	Y	<input type="text" value="24-AUG-2007"/>	<input type="text" value="27-AUG-2007"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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**Search For Jobs** **New Job**

**Biology**

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**Current Jobs**

EDIT	TITLE	DESCRIPTION	SKILLS	POSITIONS	SCHEDULE	HOURLY RATE	DEPT	PREF MAJOR	POSTED ▲	EXPIRES
<input type="radio"/>	Administrative Assistant	Collect data from various campus offices and creating spreadsheets. Collect and type data into spreadsheets without errors. Answer phone(s) and route to appropriate individual(s). Greet and assist inquiries from students, faculty, and staff. Receive and process mail. Perform general office duties.	Telephone Operation, Customer Service, Basic Computer Skills	1	Monday 10am-2pm, Tuesday 10am-2pm, Wednesday 10am-2pm, Thursday 10am-2pm, Friday 10am-2pm	5.85	Biology	-	22-AUG-07	05-SEP-07

1 - 1



# STUDENT EMPLOYMENT MANAGEMENT SYSTEMS

## *For Employers*

### EXIT

1. Click *Logout*.