Applications for On Campus Student Employment Positions Beginning 12/2019

Application Delivery

- Unless otherwise communicated from me, applicants will be applying via Jobspeaker only going forward.

Notifications of Applicants

- Supervisors should update your notifications to inform you when a student has applied:
    1. Sign onto Jobspeaker

    2. Click on the wheel in between the megaphone and the exit button
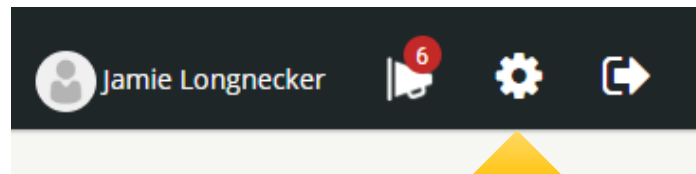
    3. Click on notifications in the left hand of your screen
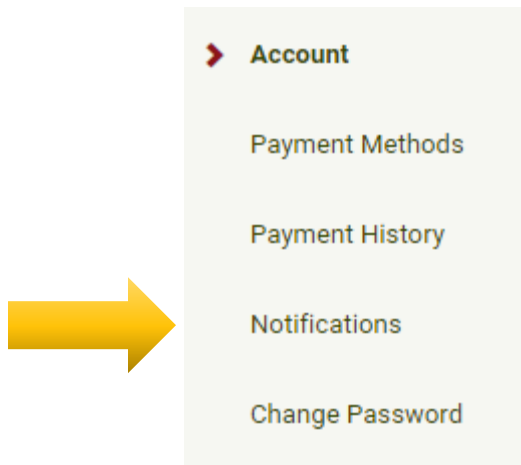
    4. Toggle on (at the minimum):
        a. Job Applications

b. Messages
c. Job Verifications

Email Notifications

Job Applications For All Jobs

Do you wish to receive an email when a job application is submitted or modified for any job posted on your school's board ?

On

Job Applications

Do you wish to receive an email when a job application is submitted or modified for any jobs that you post?

On

Job Verifications

Do you wish to receive an email when a job verification is submitted or modified for jobs that you post?

On

Messages

Do you wish to receive an email when you receive a message?

On

Company Signups

Do you wish to receive an email when a company joins you on Jobspeaker.

On

Mentor Applications

Do you wish to receive an email when a mentor applies to your school?

Off

Mentorships

Do you wish to receive an email regarding mentorships and any changes in status?

Off

To offer an interview:

Best practices recommendations from recent testing and other colleges I have chatted with, once you have viewed the applicants and determined you would like to offer an interview:

- Offer an interview through Jobspeaker during their "available times" based on their availability on their profile
- Follow-up with a call if he or she does not accept in a timely manner on the site
- Please remember to update the status on Jobpseaker if you choose to hire or you reject to hire (this will help with onboarding paperwork later for all of us).

To reject an application from going to an interview:

Best practices recommendations if you choose to reject the application and/or not offer an interview:

- Simply reject the application
  - You can include a note or not – this is completely up to you.
  - In an effort to help our students become better applicants and learn from us at the college, a note regarding why you are not extending an application will be helpful.