



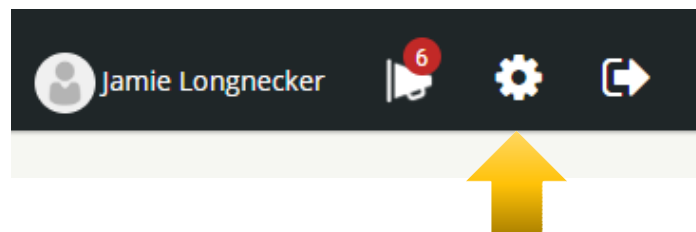
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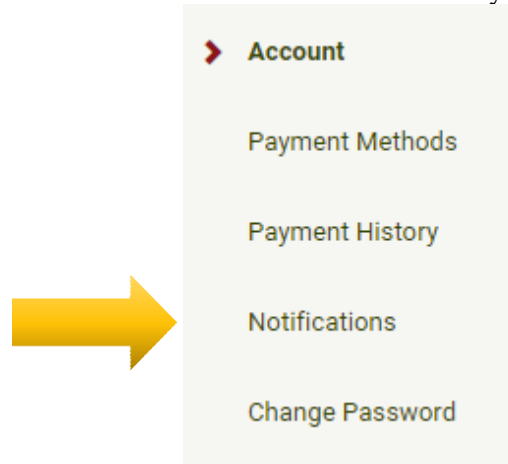
## Notifications and Application Management on Jobspeaker

### Notifications of Applicants

- Supervisors should update your notifications to inform you when a student has applied:
  - Sign onto Jobspeaker
  - Click on the wheel in between the megaphone and the exit button



- Click on notifications in the left hand of your screen



- Toggle on (at the minimum):
  - 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 ?



### Job Applications

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



### Job Verifications

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



### Messages

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



### Company Signups

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



### Mentor Applications

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



### Mentorships

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



#### 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 Jobspeaker 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.