



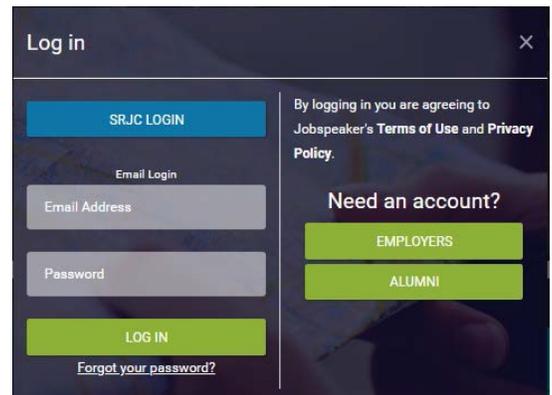
On Campus Supervisor Guide to Posting on Jobpeaker

Go to: srjc.jobspeaker.com/#/hire
Select **"SIGN IN"**



Login with your SRJC Credentials –

- All Current SRJC Supervisors have a login created – if you're a new supervisor or if you're unable to sign-in, please email [Jamie Longnecker](mailto:jlongnecker@srjc.edu)



Title: Enter the title of the position

Type: Click the drop-down menu for 'Type' and select 'On-campus'

Company: Type in SRJC – Your department (*i.e. SRJC – ESL*)
Select your department.

Location: Should fill in automatically once you select the correct Company Name.

Industry: Dependent on position

Position: Dependent on position

Education Level: Dependent on position

FWS: If the job is a FWS position, click the box. Reminder: In order to use this budget code, your department **MUST** have FWS funds in object code 2360

FOAPL/GL: Enter the budget code you will be using (this will help us verify it is a FWS or a District funded position. Can be left blank).

Salary: Current student employment wage (as of 9/24/2019 it is \$14.00)

Compensation Other: N/A

Skills: Skills are one or two word tags that highlight essential skills needed for this position (if any).

Job Description: Enter the FULL job description here.

Post On: The date you want the job posted.

Job Close: The date you want the position to close. We recommend 30 days (you can always pull a job if it fills sooner).

VERY IMPORTANT: CLICK THE POST TO SANTA ROSA JUNIOR COLLEGE JOB BOARD.

Post: Click Post

Approval: Will come to the Career Hub and we will be approving all positions to ensure the wage is correct and any other information pertinent to on campus positions are clear.

The screenshot shows a 'Post Job' form with the following fields and options:

- Title ***: Text input field with placeholder 'Enter title'.
- Type ***: Drop-down menu.
- Company ***: Text input field with placeholder 'Search for Company'.
- Location ***: Two stacked text input fields for 'Address Line 1' and 'Address Line 2'.
- City**: Text input field.
- State**: Drop-down menu with 'United States of America' selected.
- Postal**: Text input field.
- Invite Employer**: Section with a note: 'This company has no member accounts. Add the employer's email to invite them to join Jobspeaker.' It includes a 'Full Name' text input field and an 'Email' text input field.
- Industry**: Drop-down menu.
- Position**: Drop-down menu.
- Education Level**: Drop-down menu.
- Experience Level**: Drop-down menu.
- Salary**: Input field showing '\$ 0.00' and a unit drop-down menu set to 'hour'.
- Compensat**: Text input field with 'DOE, Commission, Other' entered.