

WELCOME!

This guide will help you navigate through our **Get A Job!** System, which is located at <https://jobs.finaid.fau.edu>. In our website, you will be able to keep your profile updated, and view and add jobs.

Registering/ Logging in

Step 1: Go to our login page: <https://jobs.finaid.fau.edu>
Then click on “Employer Login”

Step 2: If you are a registered user, simply type your username and password, then click Login.

If you have never registered, click the “Click here to register” link. Fill out your profile and click the Register button.

NOTE: If you forgot your password, you can click the “Forgot your password?” link to have it re-set and emailed to you. This link is on the Login Page.

Home

After you have logged in, you will be on the Home page. Here you will find 4 useful tools:

1. **Announcements** — Listed is our phone number and email address, if you need personal assistance.
 2. **Resource Library** — You will find this Employer Guide.
 3. **Quick Links** —
 - **My Task List**— This folder will show all new resume referrals (you will also be notified via email when a student applies to one of your job postings).
 - **Saved Searches**—You will find any student searches that you have saved.
 4. **Calendar** — You will see jobs that are expiring for your company and any upcoming Events.
-

My Profile

Choose this menu option to update your contact information (password, phone #, email, etc).

*****Please change your password ASAP.*****

NOTE: Under the Employer profile, you can opt into the Employer Directory. You can choose to have just your Company display or also your contact information.

Student Search

**only available to Full Access employers*

Choose this menu option to search our student database.

The Keyword field searches the student’s default resume. Not all students have resumes.

Once you run a student search, you can view each student’s profile individually or create a packet of all the students that match your search.

My Jobs

How do I create a new job?

Choose My Jobs> New Job to create a new job posting.

How do I edit an existing job?

Choose My Jobs to view a list of all job postings you have created. Click on the Job’s ID or Job Title to view your job’s details. If you edit a job, it will be reviewed by our office before it is reposted to students.

What do the Job statuses mean?

Pending—All new jobs and edited jobs will be marked with this status.

Active—After a job is approved by our office, we will assign your job this status.

NOTE: You can close this job, by opening it and clicking [Close Job] at the top.

Closed by Employer—This is the status assigned when you close the job.

Inactive—When a job expires, it will be assigned this status.

My Jobs

(Continued from page 1)

How do I create or view job Placements or resume Referrals?

Choose My Jobs and next to each job you will find the Activity column.

R is for Referrals — Click the R to view students that have applied.

P is for Placements — Click the P to view or create job Placements when you hire a student (You will do this by searching for the student's name at the bottom of the Placements page).

Students currently placed
(0 for this job)

Search for a student to place

Student	Email	Start Date	End Date	Work Term Number	Status	Action
1						

To create a placement for a student enter the student's first and/or last name and click **Search**. Click [Add Student](#) next to the desired student.

Search for Students to Place

First Name: Last Name:

First Name	Last Name	Email	User Name	Action
Amanda	Challis		achallis	Add Student
Amanda	Chism	achism@fau.edu	achism	Add Student
Amanda	Coimbra		acoim	Add Student
1				

Click "Add Student" to make a selection

JOB FAQs:

When will my job post to students?

Once your job is accepted by our office, we will change the status to Active and it will post on the Post Date listed. If the Post Date has past, then it posts as soon as we accept it.

When will my job expire to students?

When the expiration date is reached. You may edit this date if you want your job posted online for a longer period of time.

How do I close a job before the Expiration date?

Click on you job to view the details. At the top of the job you will see [Close Job]. Click on that link to close your job. The status will change to "Closed By Employer" and it will no longer be available to students. (Don't forget to create a placement if you hired one of our students!)

I'm filling out a job for the first-time. What are these fields?

Applicant Type—Choose all applicant types that you want to be able to apply to your job. Work-Study are those students with a Federal Work-study award. Non Work-Study are those without Federal Work-study awards.

Show Contact Info—

Choose Yes to show your contact info.
Choose No to not show it.

Allow Online Referrals—

Choose Yes to allow students to apply online. You will receive an email as the students apply. Choose No if you prefer to receive resumes or student contact outside of the system (be sure to fill out the Application Instructions field, so that students know how to apply)

Contact Us!

The Office of Student Employment is available Monday through Friday from 8-12pm and 1-5pm CT.

Phone: (561) 297-3680

Fax: (561) 297-2158

Email: stemploy@fau.edu

Office of Financial Aid's Main website: <http://www.fau.edu/finaid/finaid.htm>

Get A Job! system: <https://jobs.finaid.fau.edu> (Click on Employer Login)



The **Get a Job!** system is managed by:
Office of Student Employment
777 Glades Road, Boca Raton, FL 33431