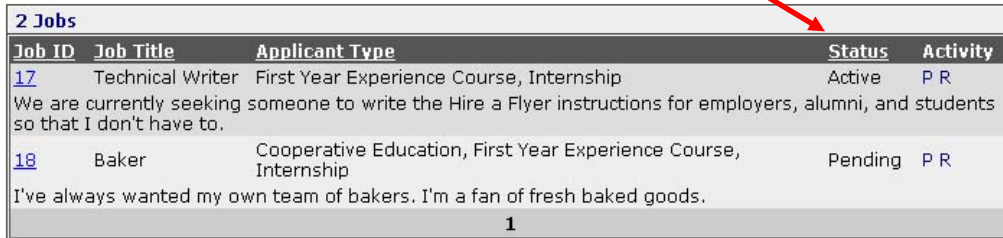


## Employer Hire a Flyer Instructions \*Job Listings Module\*

*Note: These instructions assume that you have already been approved and released into the system. If this is not the case, please read the “First Time / Overview” instructions located here: <http://careers.udayton.edu/instructions.asp>*

- To create a new posting, click on **New Job** in the **My Job Listings** menu.
  - After you fill in the general information, scroll down to the Posting Information section. You should pay particular attention to how you fill out this section. These are the fields that match your job to students in the system. If you select more of the **Screening Options...** by checking the boxes, students who don't match the criteria specified will not be able to view and/or apply for the position.
  - In this area you also specify the **Post** and **Expiration** date of your job. The position will only be visible to students within this date range.
  - Make sure you pay attention to the final field in this section, **Allow Online Referrals**. If this field is set to Yes, then students will submit their resumes to your job via Hire a Flyer and you will receive an email message each time a new resume is submitted. If you wish to have them apply in a different way, please set this field to No and include your application instructions in the first section.
  - NOTE: If you will be recruiting on-campus for this position, please view the On-Campus Recruiting instructions.**
- Now that your job has been created, it will not become active until a UD Career Services representative approves it. You can check the **status** of your jobs from the **Jobs List** menu.



2 Jobs					
Job ID	Job Title	Applicant Type	Status	Activity	
<a href="#">17</a>	Technical Writer	First Year Experience Course, Internship	Active	P R	We are currently seeking someone to write the Hire a Flyer instructions for employers, alumni, and students so that I don't have to.
<a href="#">18</a>	Baker	Cooperative Education, First Year Experience Course, Internship	Pending	P R	I've always wanted my own team of bakers. I'm a fan of fresh baked goods.

- Also on the Jobs List screen you can see the Activity column. These are shortcuts the main Activity page which will be discussed shortly. You can also access the activity page from the View Activity link located at the top of the Job Details page.
  - P – This stands for **Placements**. The letter will be **bold** if a placement record has been created in Hire a Flyer for the position. Clicking the letter will take you to the Activity page where you can view the placement details.
  - R – This stands for **Referrals**. The letter will be **bold** if someone has submitted a resume via Hire a Flyer. Clicking the letter will take you to the Activity page where you can view the details for all students who have applied.

4. The activity screen for a job listing has two tabs; Referrals and Placements (see **Example 1**). The **Referrals** tab will show you any students who have submitted a resume as a sign of interest in your job. Clicking View in the Action column on the right will allow you to see the details of each referral (see **Example 2**). From this you can view any message they included with the referral, view their resumes, and view basic demographic information on the student.

If you would like to create a collection of resumes for certain students, you can create a **Packet**. This contains a page listing the names of the students, as well as each of their resumes. Simply click the check-boxes next to any student you wish included in the packet, then click **Create Packet**. If “email packet to self” is checked, a hyperlink to the packet will be sent to the email address in your profile.

**Example 1:**

**Example 2:**

5. When you hire a UD student or alum for the job, you should contact Career Services so that we can create a **Placement** record. This not only allows Career Services to generate future statistics, but also allows us to deactivate the job if it is filled before the deadline date.