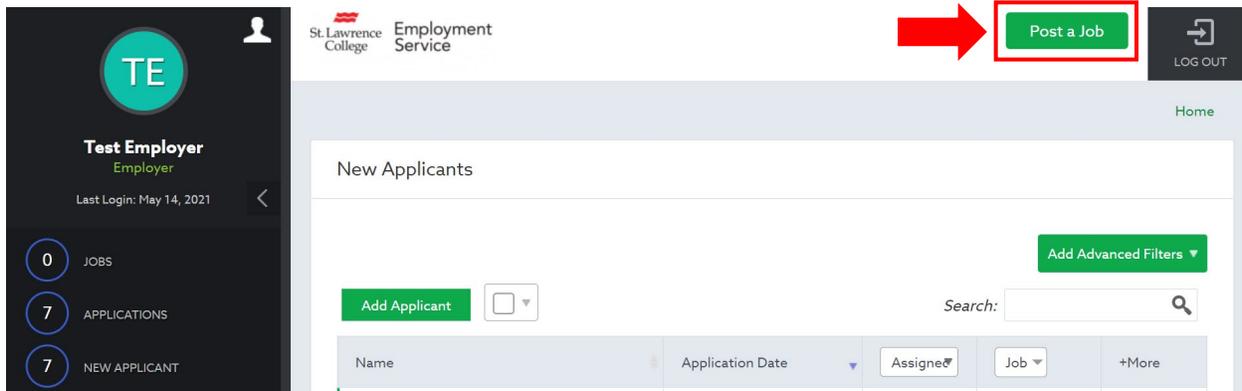


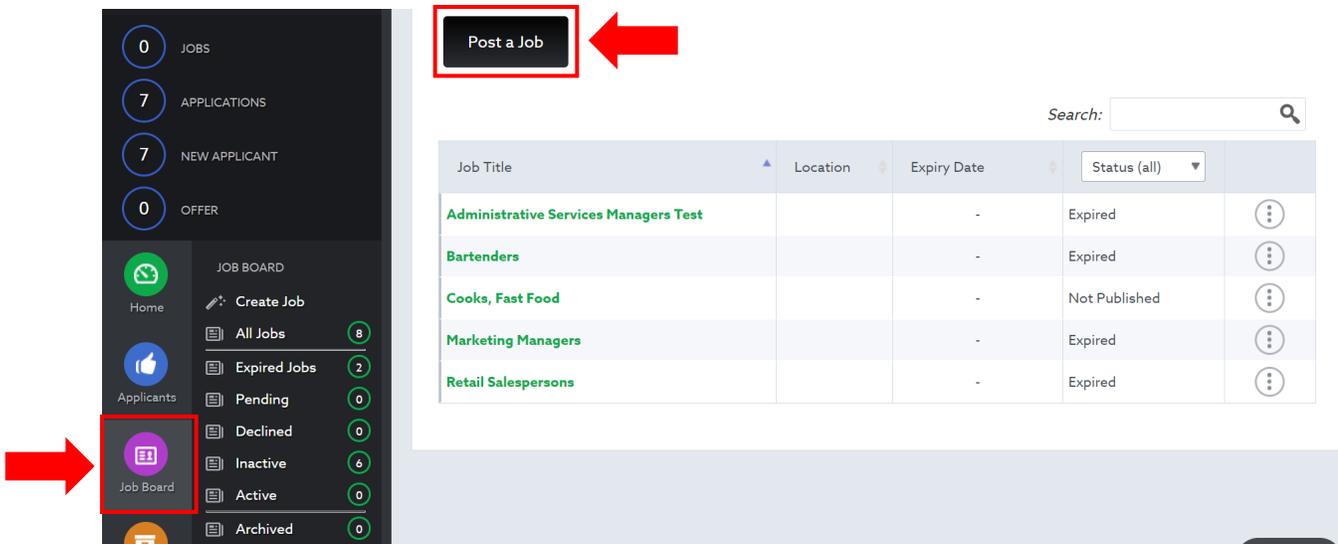
# St. Lawrence College Job Board Employer Guide

## 1. Posting a Job

In order to post a job from anywhere within your account, simply select the green “Post a Job” button in the top right hand corner on any page. This will take you to the Job Posting screen where you simply need to follow and fill out a series of information.



Alternatively, you can select “Job Board” from the left hand menu. Choosing “Job Board” from the left hand menu will also allow you to stay up to date on any existing job postings you own.



## 2. Viewing Applicants

Viewing applicants for any of your posted positions is simple and can be done by choosing “Applicants” in the left hand menu. Simply select the name of the applicant for further information on their application.

0 JOBS

7 APPLICATIONS

7 NEW APPLICANT

0 OFFER

APPLICANTS

Home

Applicants 2

All

Hired

Saved

Rejected

Terminated

Job Board

Add Applicant

Add Advanced Filters

Search:

Name	Application Date	Assigned	Job	+More
<input type="checkbox"/> Claudio	Apr 27, 2021, 10:01 AM	Unassigned	Marketing Managers	⋮
<input type="checkbox"/> 3 Dan Wz	Apr 8, 2021, 11:08 AM	Unassigned	Administrative Services Managers Test	⋮
<input type="checkbox"/> 3 Dan Stz	Apr 8, 2021, 10:45 AM	Unassigned	Retail Salespersons	⋮
<input type="checkbox"/> 2 Dan Stz	Apr 8, 2021, 10:16 AM	Unassigned	Retail Salespersons	⋮

Previous 1 Next

10 results per page

### 3. Updating Company Information

Finally, to update your employer profile choose “Employers” from the left hand menu. From here you’ll be able to update things like your logo, address, company description and more.

0 OFFER

Home

Applicants

Job Board

Employers

EMPLOYER

Profile

Perks

Users

Screening

Emails

Workflows

Labels

Activity Logs

Profile

DESCRIBE YOUR COMPANY

Test lkhjlkjh

Company Perks

FINANCIAL AND INSURANCE BENEFITS:

Retirement savings plans

Stock options

Life insurance coverage

Details

ADDRESS

123 Test

Kingston, Ontario

K7M 7G3

Help