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.

	St. Lawrence Employment College Service		Post a Job	JT
			Home	
I est Employer Employer	New Applicants			
Last Login: May 14, 2021				
0 JOBS			Add Advanced Filters 🔻	
7 APPLICATIONS	Add Applicant		Search: Q	
7 NEW APPLICANT	Name	Application Date	▼ Assigne Job ▼ +More	

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.

	DBS		Post a Job				
						Search:	Q
	EW APPLICANT		Job Title	Location 🕴	Expiry Date	💠 Status (all) 🔻	
0 or	FFER		Administrative Services Managers Test		-	Expired	:
\odot	JOB BOARD		Bartenders		-	Expired	
Home	🧨 Create Job		Cooks, Fast Food		-	Not Published	
	E) All Jobs	8	Marketing Managers		-	Expired	
Applicanto	Expired Jobs	(2)	Retail Salespersons		-	Expired	:
	E) Declined	0					
	🗐 Inactive	6					
Job Board	Active	•					
	Archived	0					

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.

O JOBS					Add Adv	anced Filters 🔻
	ONS	Applicant		Sear	rch:	٩,
7 NEW APPL	ICANT	e 🔶	Application Date	Assigne₹	Job 💌	+More
0 OFFER		Claudic	Apr 27, 2021, 10:01 AM	Unassigned	Marketing Managers	(\mathbf{i})
		Dan Wa	Apr 8, 2021, 11:08 AM	Unassigned	Administrative Services Managers Test	:
Home L A	Applicants (2)	3 Dan Ste	Apr 8, 2021, 10:45 AM	Unassigned	Retail Salespersons	
		Dan Sta	Apr 8, 2021, 10:16 AM	Unassigned	Retail Salespersons	(\mathbf{i})
Applicants X S	aved Rejected Ferminated		Previous 1 Next			
Job Board			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.

	OFFER						
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	EMPLOYER	Profile					
Home	💷 Profile						
	💷 Perks						
	💷 Users	DESCRIBE YOUR COMPANY					
Applicants	C Screening	Test lkhjlkjh					
	🐱 Emails						
	💼 Workflows						
Job Board	🗵 Labels						
	🚯 Activity Logs						
		Company Perks	Details				
Employers							
		FINANCIAL AND INSURANCE BENEFITS:	ADDRESS				
		Retirement savings plans	123 Test				
		Stock options	Kingston, Ontario (?) Help				
		Life insurance coverage	K7M 7G3				