



EMPLOYER GUIDE

Access www.jobs4jacks.sfasu.edu and click on [Employer Login](#).

New Users Registration

- Click on [Click Here to Register!](#) to begin
- Search for your organization and select. Can't find it? Click on [Can't Find Your Organization](#)
- Complete all sections
- Click on [Register](#) and then on [Submit Profile](#)

NOTE: Once you have registered, your account will be in pending status and features of Jobs4Jacks will not be accessible. When your registration is approved, you will receive an email notification and have full access to Jobs4Jacks. If you do not receive your email notification within **48** hours, please contact our office.

Update Your Profile

Update Employer Information

- Click on [My Profile](#)
- Click on [Employer Information](#)
- Edit desirable fields, making sure to click on [Save](#)

Update Contact Information

- Click on [My Profile](#)
- Click on [Contact Information](#)
- Edit desirable fields, making sure to click on [Save](#)

Create a New Job

- Place your cursor over [My Jobs](#) and select [New Jobs](#)
- Complete all sections with as much information as possible
 - **Application Instructions:** Enter the procedure in which an applicant may apply for this position
 - **Show Contact Information:** If "No" is selected, contact information will not be viewable to applicants
 - **Allow Online Referrals:** If "Yes" is selected, applicants can submit their resume via Jobs4Jacks (you will receive email notification of job application and be able to view resumes online)
- Click on [Save](#)

NOTE: Once you create or update a job, your posting will be in pending status. If your job is approved, you will receive an email notification.

Update Current Job

- Place your cursor over [My Jobs](#) and select [Job List](#)
- Click on the [Job ID](#) of the position you would like to update
- Edit desirable fields, making sure to click on [Save](#)

Close a Job

- Place your cursor over [My Jobs](#) and select [Job List](#)
- Click on the [Job ID](#) of the position you would like to close
- Under the [Page Functions](#) menu, select [Close Job](#)
- Click on [OK](#)

Setup On-Campus Interviews

- Place your cursor over **On-Campus Interviews** and select **New Schedule Request**
- Complete the schedule request form
- Click on **Save**

NOTE: Once your interview schedule has been approved you will receive an email confirming your on-campus interview. If you have questions about on-campus interviews or creating a schedule, contact Career Services at (936) 468-3305.

Register for a Career Event

- Click on **Career Events**
- Without entering criteria, click on **Search**
- You will see a list of all current Career Events (Career Fairs, Teacher Job Fairs, etc.)
- To view details about the event, click on the Career Event's name
- To register, click on **Register** and complete Registration Information

NOTE: Once you register for an event, you will be able to immediately print the invoice (click on **Invoice**). Also, you will receive a confirmation email that will direct you to the payment site. If you have questions or need to make changes after your registration has been confirmed, contact Career Services at (936) 468-3305.

Search for Resumes

- Place your cursor over **Student Search** and select **Search**
- Choose your criteria and click on **Search** (to view all students, do not choose criteria and click on **Search**)
- View, sort or create a resume packet (by clicking on **Create Packet**)

Questions about Jobs4Jacks?

Contact Career Services at (936) 468-3305, email careerservices@sfasu.edu
or stop by and visit us on the 3rd floor of the Rusk Building!