

Employer Guide

to Posting Internships and Jobs

FRESNO STATE

Jordan College of Agricultural
Sciences and Technology



Welcome to Jordan Connect!

Jordan Connect is a web-based system that allows employers to connect with students in Fresno State's Jordan College of Agricultural Sciences and Technology. Created with you in mind, **Jordan Connect** provides participating employers with the ability to:

- Visit one centralized online location to post and manage an unlimited number of internship and career positions at NO CHARGE.
- Set parameters for your job openings.
- Receive email reminders when a student applies for jobs or internships and when a posting is about to expire.
- Conduct a student search for qualified applicants.
- Register online for recruiting events like career fairs and employer/student networking evenings.
- Much more!

Getting Started

You can access Jordan Connect directly at <https://www.myinterfase.com/csufresno-jcast/employer/> or via the Employer Services area of the Jordan College Advising & Career Development Center website at <http://www.fresnostate.edu/jcast/student-success/employers/>.

New Users - Registration: If you are not a current user, click on "**Click here to Register!**" and follow the directions on that page.

- Search for your Organization and select; if you can't find it click on "**Can't Find Your Organization**".
- Complete all sections. Required fields are marked with an asterisk (*).
- Click on the "**Register**" button.
- To post a job follow the steps in the section below titled, "Creating a New Job".

NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at 559.278.4207.

Existing Users :

- Enter your Username and Password.
- Click on Login.

Updating Your Profile

Click the **"My Profile"** menu item.

- To update Employer Information, click on [Edit]. Make changes and click on SAVE to complete the changes.
- To update Contact Information, click on [Edit]. After making changes, click on SAVE to complete changes.

Searching for Students

Students are able to control if employers can access their profiles. If a student has granted employer access to their information you will be able to see their contact information, academic background, skills and any additional information they wish to share. If a student has uploaded a resume, you will be able to view it as well.

To search for students, hover over the **"Student Search"** menu item and click **"Search"**.

- Choose your criteria and click on **"SEARCH"**.
- To view all available students, just click on **"SEARCH"**.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email.

Creating a New Job

Hover over **"My Jobs"** and then select **"New Job"**.

- Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete.
- In the field, "Application Instructions," enter the procedure in which a potential employee may apply for this position.
- Click on **"SAVE"** to update this information.

Under the Posting Information section, there are two fields that you need to review. In "Show Contact Information," if you select No, your contact information will not be available to potential employees. In "Allow Online Referrals," if you select Yes, students can submit their resume to you via this system (i.e., you will receive email notification of students' job application and be able to view resumes on-line).

Once you post your new job, it will be reviewed by Jordan College Advising & Career Development Center staff. Once approved, it will be accessible to students and alumni.

Making Changes to Current Jobs

Hover over **"My Jobs"** and then select **"Jobs List"**.

- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click on **"SAVE"** for each section.
- Once a job has become inactive, you cannot edit it. However, you can re-post an old job by opening the job profile and clicking on Copy Job under the page functions on the left side of the screen.

NOTE: Once you add a job or make changes to a current job, the information will be reviewed by a Jordan College Advising & Career Development Center staff member before it is posted and available to students and alumni.

To Register for a Career Event

Hover over the **"Career Events"** menu and then select **"Search"**.

- You will see a list of all current Career Events (Career Fairs and Networking Events)
- To view details or register, click on the Career Event's name.
- Fill out your profile and select the appropriate fees (if any).

NOTE: Once you register for an event, you will be able to immediately print the invoice (click on the gray **"Invoice"** button).

Also, you will be emailed by our office to confirm your registration to the event. If you need to make changes to your profile or fees after your registration has been confirmed, you will need to contact our office at 559.278.4207.

To Request an Information Session

Hover over the **"Career Events"** menu and then select **"New Event Request"**.

- On Step 1, select the date and time of your event and create a description for students.
- On Step 2, select the student requirements.
- On Step 3, complete your event registration information.
- On Step 4, click Submit Request

NOTE: Once you submit your information session request it will be reviewed by a Jordan College Advising & Career Development Center staff member. We will contact you regarding the details and location of your information session. You can also contact us at 559.278.4207.

You can access your information sessions by hovering over the **"Career Events"** menu and clicking on the **"My Info Sessions"** submenu.

We appreciate your interest in Fresno State's Jordan College of Agricultural Sciences and Technology and its students and alumni. If you have any questions, please feel free to contact us at 559.278.4207 or email Mary Willis, Coordinator of Internships & Professional Experiences, at mwillis@csufresno.edu.