Asper Career Portal

Employer User Guide
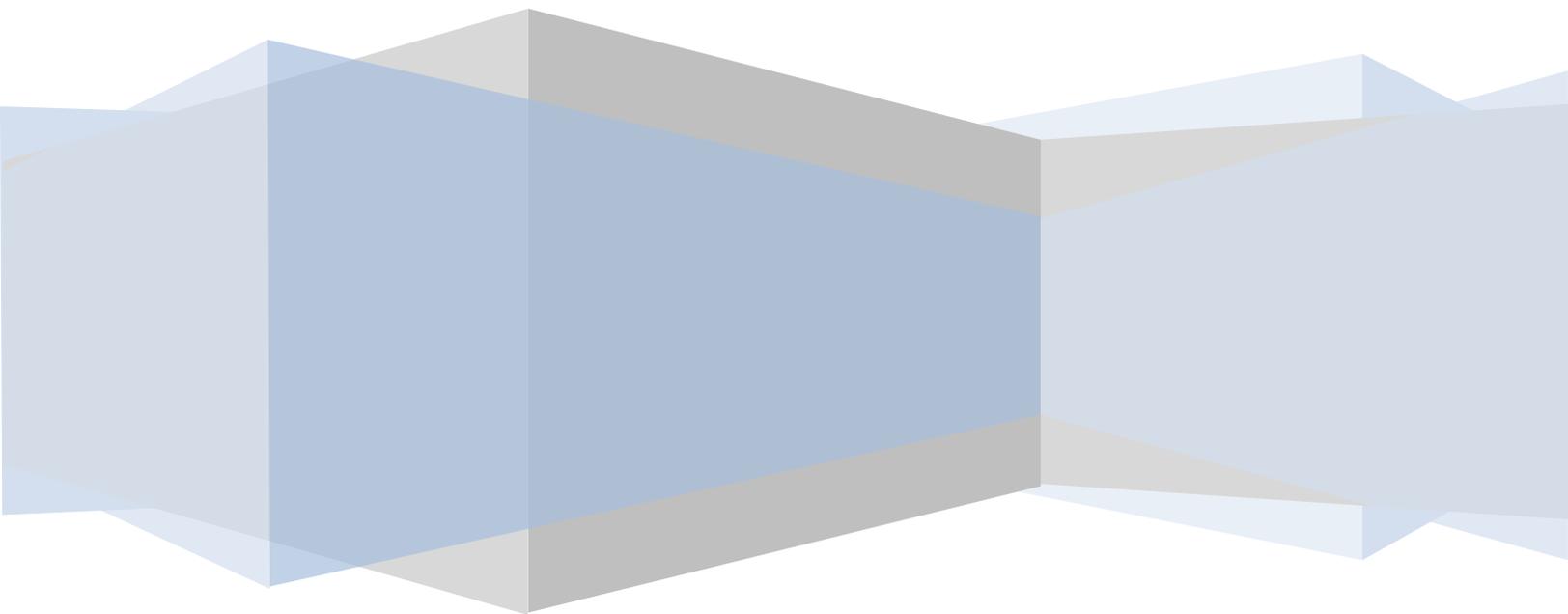
1.1 home

1.1.1 Navigate the Homepage

I. View at-a-glance features of the Asper Career Portal (Announcements, Quicklinks, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar.
II. Employers review Career Portal messages from the Career Development Center from **Announcements**.
III. Access all system sections with one click by clicking on **Quick Links**.
IV. View important events dates (Information Sessions, Career Fairs, etc.) by clicking on highlighted days in the **Calendar**.
V. View system-driven **alerts**.

Homepage Screen

1.2 account

1.2.1 Build a personal profile

I. Build a personal profile (contact information, change password, etc.) by clicking on **Account** link on the top navigation bar.
II. Click on the **Personal Profile** tab to update email address and other contact information.
III. Update system access by clicking on the **Password/Preferences** tab and creating a new password.

Account Screen
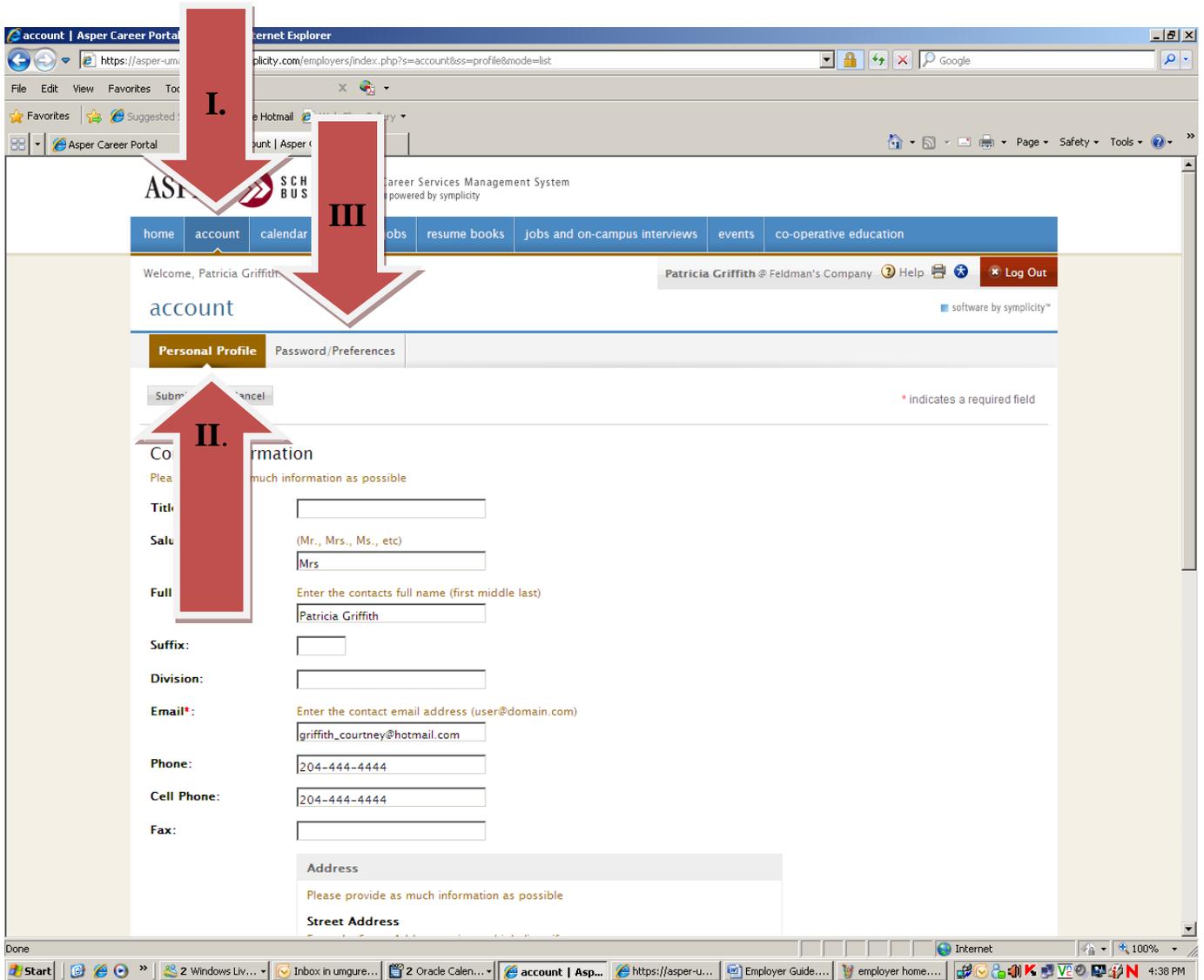
1.3 calendar

1.3.1 Important Dates and Personal Events

I. View important dates for the upcoming weeks by clicking on **Calendar** on the top navigation bar.
II. Review important dates by clicking on the highlighted dates in the inset calendar on the right.
III. Click on a link in the Event column to view event details.
IV. Create, review and/or update events that do not automatically appear on the calendar by clicking on the **Non-System Events** tab.

Calendar Screen

1.4 profile

1.4.1 Build an Employer Profile

I. Create comprehensive online profiles describing the organization by clicking on the **Profile** link in top toolbar.

II. Part 1 **- Who We Are:** Input general information about the organization such as Achievements, Products and Services, Divisions and Departments, etc.

III. Part 2 - **Key Stats**: Include employer statistics such as stock symbol, annual revenue, number of employees, etc.

IV. Part 3 - **Company Culture**: Input information such as Working Environment, Career Track, Training, etc.

V. Part 4 – **Logo**: Include a logo as part of the organization's print and online profile by clicking the Logo tab, clicking the Browse button and uploading a file.

VI. Review which sections are complete (green check) and which are incomplete (red X) by utilizing the **Completion Status** inset on the right.

Build an Employer Profile Screen

This section is viewable by students and will assist you in raising your profile on campus.

1.5 Jobs

Jobs enables employer contacts to view and post positions. Contacts may also view student applications for these positions. If you would like to conduct on-campus interviews, an email will be sent to you when your position closes detailing how to make these arrangements. Or, please contact the Career Development Centre when you post your position.

1.5.1 Add & Manage Job Postings

I. View and/or edit job postings by clicking on the **Jobs** tab, and then clicking on the **Job Postings** tab.
II. Create a job posting by clicking the **Add New** button

Job Postings

IV. Enter information about your new position. If you have a position already in the system and you would like to copy the information use the **Copy Existing** drop down menu.
V. Choose your **Position Type**. Be sure to choose the type carefully so the correct students can view and apply to your job posting.

Note: If this position is for Co-op students please select the Co-op session that pertains to your position.

Job Postings

VI. Enter the position **Title**.

VII. Enter the **Job Description**.

VIII. Select method in which resumes should be received (online or via email).

IX. Choose any **Additional Documents** that you would like applicants to include such as a cover letter. After you choose an additional document you can make it required by checking it off in the corresponding box below.

X. Select the date job postings **beginning and ending dates** to indicate when the job posting will be open and closed. (Please Note: Co-op positions in Winnipeg will be set a specific closing date.)

XI. Press **Submit** at the bottom of the form.

Note: Your Job Posting will be viewable by students after an administrator from the Asper Career Development Centre approves your posting. This process should be done in 1 to 2 business days. If you have any questions

please contact the Career Development Centre.

1.5.2 Manage Job Posting Applicants (if collecting resumes online rather than via email)

I. View a list of students who have applied for available positions by clicking on the **Student Resumes** tab.
- View resumes by clicking on the **document icon** in the Resume column.

II. Communicate with applicants via email by check-marking target individuals and then clicking **Mail to Checked**, a web-based mail wizard.
- Send personalized emails to an unlimited number of recipients by inputting a Subject, Message Body, etc.
- Utilize the mail merge fields in the Available Fields box.
- Initiate a mailing by clicking **Next**, and then clicking the **Send Messages** button.

III. Generate packet of student resumes by check-marking desired applicants and clicking generate book.

Student Resumes

1.6 resume books

Resume Books enables employers to browse student resumes that have been sorted by screening criteria.

1.6.1 View Resume Books

I. View resume books by clicking on **RESUME BOOKS** from the top navigation bar.
II. View a pre-packaged group of student resumes by clicking on the **Resume Books** tab, and then clicking on a resume book link in the Name column.

Resume Books

Resume Books Continued

III. Refine the resume list by Major, Year in School and Applicant Type by utilizing the dropdown menus at the top.
IV. View a resume by clicking on the document icon in the Resume column.
V. Refine the resume book list by clicking on the Advanced Search tab, selecting various screening criteria (Work Authorization, Graduation Date, etc.), and then clicking the Submit button.

Resume Books

Note: Only students who have opted in to include their resumes in a resume book will have viewable documents. The number of students who are displayed in a search are not representative of all Asper School of Business candidates.

1.7 information sessions

1.7.1 Register for an Information Session

Information Session List
I. Create an information session by clicking **Add New** button.
-   You will receive confirmation message when request is approved.
II. Once your Information Session is approved, click the link to view information session details.
-   If you enabled student rsvping, view students who rsvpd for the event.

Information Sessions Screen