



Jobs4Govs Employer Guide

Registering on Jobs4Govs

- To login into Jobs4Govs, visit www.apsu.edu/careers/jobs4govs and select the **Employer** Login link.
- 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 it you can't find it click on “Can't Find Your Organization.”
- Complete all sections. Required * fields are marked with an asterisk then click on the **Register** button.

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. You will receive an email notification within 48 hours of the status or additional information is needed. *Equal Opportunity Employment documentation must be provided.*

Using Jobs4Govs

Update My Profile Tab

- To update your personal profile go to My Profile tab at the top of page. Click on Contact Information. After making changes, click on SAVE to complete changes.
- Change Employer Information, go to Employer Information tab. Make changes and click on SAVE to complete the changes.

To Create a New Job

- Click on My Jobs tab and 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.
- There are two fields that you need to review when posting a new job. In “Show My Contact Info”, if you select NO, your contact information will not be available to students.
- At the very bottom there is a field “Allow Applicants to apply through Jobs4Govs”. If you select YES, students can submit their résumé to you via this system (i.e., you will receive email notification of students' job applications and be able to view résumés online). If you select NO, you must include application instructions in the field, “How to Apply ” or “Online Application Address”. Enter the application procedure (via company link, email resume, etc.) in which a student may apply for this position.
- Enter both minimum and preferred Qualifications if applicable. Click on SAVE to send pending job for approval.

To Create a Résumé Book

- Click on Student Search tab. Enter your criteria (i.e. Majors, Degree Seeking U.S. Work Authorization) and select Search.
- To view an individual résumé, you may click on the name of the student or you may choose Select All at the bottom of the page then Create Packet.
- Document Reader will display a listing of your selected students and when you click on their individual name below the Summary tab, you are able to view their résumé.

To Make a Reservation for an Information Table or Interview Space

- For information table: Select Career Events at the top of the page, then select New Event Request to enter your proposed date and time information.
- For interview space: Select My Interview Schedules at the top of the page, then choose New Schedule Request.

