



CareerLink Employer Guide

How to register, post and edit jobs

Chemeketa CareerLink is an online job board for Chemeketa Community College students and former students looking for work. Employers are encouraged to take advantage of Chemeketa CareerLink to enhance their involvement with Chemeketa Community College, its students and its graduates through our Career Services office.

This guide will walk you through creating your Chemeketa CareerLink account and posting positions. Once your contact information is approved, you'll be able to post open positions, edit position listings, close those positions when you have filled them, and repost them should the position become open again.

If you have questions, contact Kip Carlson in the Chemeketa Career Services office at 503.399.6545 or kip.carlson@chemeketa.edu.

FOR NEW USERS, TO SEE WHETHER YOUR ORGANIZATION IS ALREADY REGISTERED:

- 1) Go to <https://employer.gradleaders.com/Chemeketa/Employers/Login.aspx?jprid=7032>
- 2) Below the Username and Password boxes, click on the **First Time User? Create Account** link
- 3) Read the usage agreement and at the bottom check the **Yes** box, then click **Continue**
- 4) Enter the e-mail address you want to use for your account, then click **Continue**
- 5) Enter the password you want to use for your account, enter it again to confirm, then click **Save**
- 6) In the **Select Organization** box, type your organization name, then click **Find**
- 4) In the gray box below that line, the name of your organization may or may not appear, depending on whether or not your organization has previously been registered.

>> If your organization's name does not appear, see the top of the next page >>

>> If your organization's name appears:

- 1) If your organization's name appears, click in the **circle to the left of the name**, then click **Select / Continue**
- 2) You will be taken to the Employer – Recruiter Contact Detail Form. Provide the requested information that has not already been filled in for your organization; only the items with a red * over them are required. Then click **Save**
- 3) You will be taken to your own Chemeketa CareerLink homepage.
- 4) As soon as your contact information is approved (you will receive an e-mail notifying you when that happens), you will be able to edit your organization's information. You can also have Career Center staff make changes; just contact [**careercenter@chemeketa.edu**](mailto:careercenter@chemeketa.edu) and they will be made as soon as possible.

>> If your organization's name does not appear:

- 1) If your organization/company name is not listed, click on **Add Organization**
- 2) You will be taken to the **Employer – Company Contact Form** screen. Provide the requested general information for your organization, including a company profile, that can be seen by job seekers; only the items with a red “ * ” over them are required. Then click **Save**
- 3) You will be taken to the **Employer – Recruiter Contact Detail Form** screen. Provide the requested information that has not already been filled in for your organization; only the items with a red “ * ” over them are required.

Note: The box labeled **Company Profile** is where you can provide an overview of your organization and its strengths. A sample of what an employer could provide:

Chemeketa Community College's vision, mission and promises include transforming lives and communities through exceptional learning experiences. We serve nearly 50,000 students each year who enroll to acquire the skills to contribute to the economic vitality of the Mid-Willamette Valley. Programs like our Center for Business & Industry help local enterprises find immediate and long-term solutions.

- 4) To make your page more attractive, you can upload a horizontal banner image and a square company logo. To do so, in the gray areas at the top of the page click on “Upload a Banner” or “Upload a Logo.”
- 5) Once your organization information is filled in, click **Save**
- 6) You will be taken to your own Chemeketa CareerLink homepage.
- 7) As soon as your contact information is approved (you will receive an e-mail notifying you when that happens), you will be able to edit your organization's information. You can also have Career Center staff make changes; just contact **careercenter@chemeketa.edu** and they will be made as soon as possible.

THE NEXT TIME YOU WANT TO LOG INTO CHEMEKETA CAREERLINK:

- 1) Go to **<https://employer.gradleaders.com/Chemeketa/Employers/Login.aspx?jprid=7032>**
- 2) Enter your own contact **Username** and **Password** in the appropriate boxes.
- 3) Click the **Log In** button.
- 4) You will be taken to your own Chemeketa CareerLink homepage.

TO EDIT YOUR ORGANIZATION OR CONTACT INFORMATION IN CHEMEKETA CAREERLINK:

- 1) Follow the **login** instructions to reach your own Chemeketa CareerLink homepage.
- 2) On the homepage, in the upper-righthand corner click on **(Your Name)**
- 3) Pull down to either **My Profile** or **Organization Profile** and click on the one you want to edit
- 4) Once you are in the My Profile or Organization Profile page, in the upper-lefthand corner click on **Edit**
- 5) Make the desired changes in your information, then click on **Save**
- 6) To return to your Chemeketa CareerLink homepage, in the upper-lefthand corner click on **Dashboard**

TO POST A NEW JOB IN CHEMEKETA CAREERLINK:

- 1) Follow the **login** instructions to reach your Chemeketa CareerLink homepage
- 2) In the upper-lefthand corner, click on **Job Postings**
- 3) At the top of the page, click on **Add New**
- 4) Provide the requested information for the position; only the items with a red “ * ” over them are required
 - a. **Organization Description** is a brief overview of your organization’s work and values
 - b. **Job Title** is the name of the position
 - c. **Work Schedule** can be as vague as “varies” or “on-call,” or can include specific days of the week and hours for those days
 - d. **Wage / Salary** can include a specific hourly, monthly or annual wage, or can be listed as “Depends on experience” or “To be determined”
 - e. **Job Description** is an overview of the duties the person in the job will be performing
 - f. **Qualifications** is an overview of the qualities, certifications, experience and education the employer would like in candidates; this section could be broken into “Required” and “Preferred”
 - g. **Position Type** offers five main options: Full-Time Permanent, Full-Time Temporary, Part-Time Permanent, Part-Time Temporary and Internship
 - h. **Application Deadline** is automatically set for 30 days; you can change this to any date you want to stop accepting applications and that will be the date the job posting becomes inactive on Chemeketa CareerLink
 - i. **How To Apply** should provide potential applicants with specific information you desire: what documents (resume, cover letter, company application, etc.), how you want them submitted (e-mail, online application, fax, in person, etc.), and where you want them submitted (e-mail address, website address for online application, fax number, etc.).
 - j. Other fields may be filled in if you wish but are not required.
- 5) When all the required information has been filled in, click **Save** to post the job. After the posting has been reviewed by the Career Center, it will be activated for job-seekers to see.

TO REVIEW OR EDIT A JOB ALREADY POSTED IN CHEMEKETA CAREERLINK:

- 1) Follow the **login** instructions to reach your Chemeketa CareerLink homepage
- 2) In the upper-lefthand corner, click on **Job Postings**
- 3) Once the list of your organization’s CareerLink job postings appears, you can use the filters across the top of the page to find the job you are looking for
- 4) When you have found the job to review or edit, click on its **(Job Title)**
- 5) The details for the job posting will appear.
- 6) To edit the job details, near the top of the page click on **Edit**
- 7) Make whatever changes are desired to the job posting, then click on **Save**
- 8) You will be taken back to your Chemeketa CareerLink homepage

TO REPOST A JOB PREVIOUSLY POSTED IN CHEMEKETA CAREERLINK:

- 1) Follow the **login** instructions to reach your Chemeketa CareerLink homepage
- 2) In the upper-lefthand corner, click on **Job Postings**
- 3) Once the list of your organization's CareerLink job postings appears, you can use the filters across the top of the page to find the job you are looking for
- 4) When you have found the job to review or edit, click on its **(Job Title)**
- 5) The details for the job posting will appear.
- 6) At the top of the page, click on **Copy**
- 7) The job posting will open in a form you can edit. Make any desired changes to the job posting, then at the bottom of the posting click **Save**. If no changes are desired, scroll to the bottom of the posting and click **Save**
- 8) When prompted about sharing the posting with other job websites, click **No**
- 9) The job posting will reappear with its new Chemeketa CareerLink job number
- 10) To return to your Chemeketa CareerLink homepage, in the upper-lefthand corner click **Dashboard**