STOCKTON | CAREER CENTER
UNIVERSITY

StocktonWorks Employer Guide

Access the following website: www.stockton.edu/stocktonworks/employer (formerly CareerConnect)

1. 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 it 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 To Create 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 (609) 652-4650.

**Once you are approved by the Career Center Department you may do the following

Update My Profile
- 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.

Candidate Search
- Select 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

To Create a New Job
- Click on 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).

To Make Changes to Current Jobs
- 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.

NOTE: Once you add a job or make changes to a current job, this information will be reviewed by a Career Center staff member before it is posted.

To Request an On Campus Interview Schedule
- Hover over the On-Campus Recruitment menu. Click on New Schedule Request.
- On Step 1, select your schedule type and preferred interview date.
- On Step 2, select or add the job that you want to interview for and select the documents that you want to receive from students.
- On Step 3, review your information and submit your request.

NOTE: Once you submit your schedule request it will be reviewed by the career service office. You can access your completed schedule by hovering over the My Interview Schedules and clicking on the Schedule List.