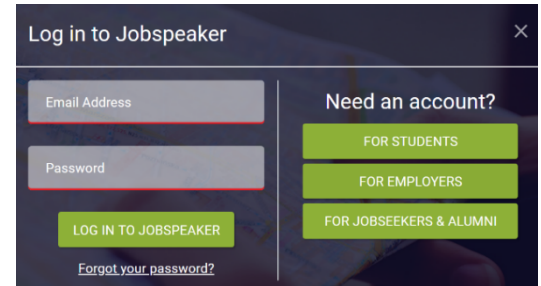


# QUICK START GUIDE – FOR ON CAMPUS EMPLOYERS


## REGISTER IN JUST A FEW EASY STEPS.

### To create an account

1. Go to [cerritos.jobspeaker.com](http://cerritos.jobspeaker.com)
2. Click “Sign In”
3. Click on “For Employers”
4. Enter your information and click “Log In to Jobspeaker”



### After you Log In

- If you are logging in for the first time, you will be prompted to complete a new profile.
- Update your settings by clicking on  in the top right corner and entering contact information, title and other information that you would want students and industry partners to see. Click Save

### Post a Job

1. Click on your name in the upper right-hand corner to access the dashboard, click on “Jobs.”
2. Click on “Post Job” located on the top right-hand side corner
3. Complete relevant information for posting –
  - a. Required information is designated with an “\* ”
  - b. For [Federal Work Study](#) positions check [FWS](#)
  - c. For [CalWORKs Work Study \(CWS\)](#) enter department name and percentage department would be able to pay in the field labeled "FOAPAL/GL." For example, Career Services Dept. 25%
  - d. Jobspeaker will generate an application for your review if you do not have an external link.
4. Select “School Boards” on which to post
  - a. “[CerritosCollege](#)” –to publish job only to [Cerritos College](#) students
  - b. “Post to Jobspeaker Board” – to publish job to all students on Jobspeaker across the state.
5. Click on “Post” to finalize the position.
6. College Staff will approve the job posting and publish to students.
7. To edit the listing, locate the Job Title and click “Edit” to the right of the listing.
8. Edit the Job description, click save.

### Manage Applicants on Jobspeaker

1. Click on your name in the upper right-hand corner to access the dashboard, click on “Job Applications.”
2. Locate the Job Title to manage and click “Manage Apps” to the right of the listing.
3. A list of applicants will appear. Review each by clicking “Review”
4. Employers may print, reject, give an offer, set up an interview, and make notations about the applicant.
5. Employers may download a list of applicants into a csv file