



Scholastic ONLINE Information System  
for the Web

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# For Employers Job Postings and Applicant Lookup

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Employers can post jobs. Students and Alumni/ae can check the job postings and start the application process. It's all done on line from the school's administrative Web site.

This manual shows employers how to post jobs, how they are notified of an application, and how the job lookup appears to the applicant.

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*Systems, Inc.*

The logo for RJM Systems, Inc. It features the letters 'R', 'J', and 'M' in a stylized, blue, serif font, stacked vertically. To the right of this logo, the text 'Systems, Inc.' is written in a blue, italicized, serif font.



• Figure 1 For Employers Link

## EMPLOYMENT AND CAREER GUIDANCE: JOB POSTING

It's like the bulletin boards around the college with available jobs posted. This SONISWEB<sup>®</sup> function provides a simple electronic way to connect employers with students and alums and to get the application process started. Besides post-graduate placement, employers can post jobs for the summer, nights, and weekends for students attending school.

The process:

- ◆ The school creates a record for the employer's primary contact. A PIN<sup>1</sup> and PID<sup>1</sup> is generated that the primary contact uses to log on to the system. See page 9.
- ◆ The employer's primary contact logs in using the assigned PIN<sup>1</sup> and PID<sup>1</sup>. The primary contact manages all the entries for his or her organization, setting up all the other contacts and entering the brief job descriptions for posting. See page 3.
- ◆ The job applicants log in and find a "Jobs" icon. That lets them view the employers and the jobs. They can review the job details and start the application process. If they apply for a job, an e-mail note is sent to the contact who posted it so he or she knows a new application has been added. See page 7.

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<sup>1</sup> PIN = Personal Information Number, a password. PID = Personal IDentification, a user ID.

## EMPLOYER ACCESS

Click the “For Employers” link shown in Figure 1. You get Figure 2.

In Figure 2 enter the PIN<sup>1</sup> and PID<sup>1</sup> issued to you, then click the “Employer Login” button. You see Figure 3.

(To return to Figure 1, click **HOME**.)

Figure 3 provides tabs with underlined titles<sup>2</sup>. Click a title and you go to the display for it.

## Job Listings

Job Listings shows jobs that you, the employer contact, set up. Figure 5 shows it.

(The primary contact sees all the employer’s job posting. The other contacts see only those they entered.)

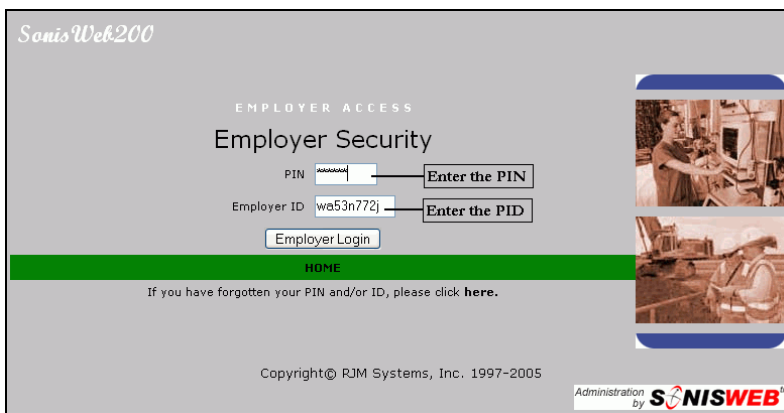
### Change Primary Contact To

lets you change the “primary” contact to another. Click the arrow and you get a list of the other contacts<sup>2</sup> (Figure 4) that you select from. Click the Submit button to save the change.

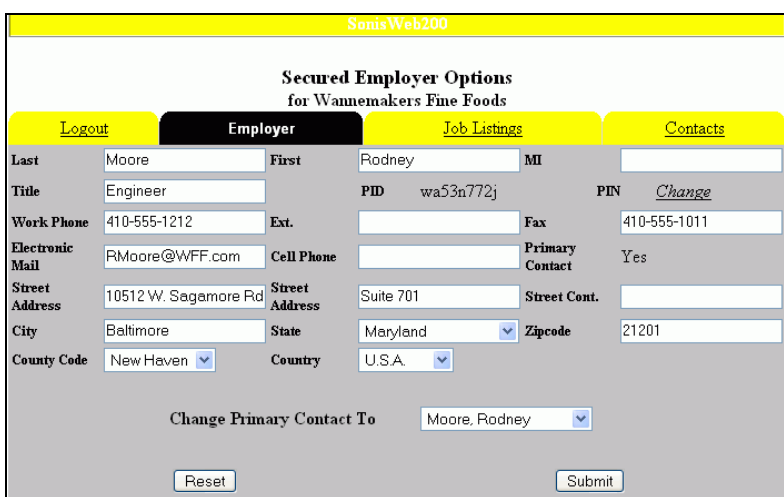
In Figure 4 the underlined items let you dig deeper:

**Title** for the details on the job as shown in Figure 5.

**Contact** starts an e-mail session<sup>3</sup> with the contact.



• Figure 2 Employer Login Display



• Figure 3 Employer Access Display



• Figure 4 Job Listings

<sup>2</sup> Only the primary contact has the Contacts tab.

<sup>3</sup> It works if your e-mail software or systems security permits it.

**Applicants** displays a count of the number of applications posted. See “Viewing Applicants for a Job” on page 5.

## Adding a Job Posting

Clicking the Add button in Figure 4 gives a blank version of Figure 5. Fill in the information, click the Submit button and it’ll appear in Figure 4 the next time you see it.

(You can use the Delete button to remove the job posting if no one has applied for the job.)

**Job Number** is assigned by the system and is not duplicated as you add and remove jobs.

**Job Class** is selected from a table of job classifications set up by the school.

**Expiration Date** in Figure 5 is good way for you to keep your job listing from becoming stale. After the “Expiration Date”, the job will not appear in the applicant listings as in Figure 9 and Figure 10. You can change the expiration date at any time if you need to extend the offering period.

**Posted** checkbox: you can enter a job and delay its formal posting. Just leave the “Posted” checkbox (circled in Figure 5) blank and the description will be saved for later use. It won’t be visible to job applicants. When you’re ready to post the job, pick it in Figure 4, put a checkmark in the Posted checkbox and click the Submit button. It now become visible in the list of available jobs.

## Removing a Job Posting

Use the Posted checkbox (circled in Figure 5) for jobs that you no longer want posted. Click it until it’s blank, then click the Submit button. If that job is offered later, click Posted until a checkmark appears then click the Submit button to make it visible again.

• Figure 5 New Job Posting

## Viewing Applicants for a Job

On the far right of Figure 4 you see the number of applications for each job. Click an underlined number to see the list of applicants illustrated in Figure 6.

Click the underlined name of an applicant in Figure 6 to get Figure 7.

**Electronic Mail** lets you click the underlined address and starts a note on your e-mail system<sup>3</sup> for responding to the applicant.

<a href="#">Logout</a>	<a href="#">Employer</a>	<a href="#">Job Listings</a>	<a href="#">Contacts</a>
<b>Applications:</b> Job # 17, Stocker, <b>Contact:</b> Moore, Rodney			
<b>App. Date</b> 02/03/2006	<b>Applicant</b> <a href="#">Harlow, Jean</a>	<b>Availability Date</b> 06/05/2006	
<a href="#">Return To Job Display</a>			

• Figure 6 List of Applicants for a Job

<a href="#">Logout</a>	<a href="#">Employer</a>	<a href="#">Job Listings</a>	<a href="#">Contacts</a>
<b>Applications:</b> Job # 17, Stocker, <b>Contact:</b> Moore, Rodney			
<b>Applicant</b>	Harlow, Jean	<b>Electronic Mail</b>	<a href="mailto:jharlow@rjmu.edu">jharlow@rjmu.edu</a>
<b>App. Date</b>	02/03/2006	<b>Availability Date</b>	06/05/2006
<b>Best Time To Contact</b>	Evenings after about 6:30pm		
<b>Introduction</b>	I'm spending the summer there and would like to work at your company.		
<b>Training/Skills</b>	I know stocking as a part-time inventory clerk in the college food service		
<a href="#">Return To Applications List</a>		<a href="#">Return To Job Display</a>	

• Figure 7 Application Display

## Contacts

Only the primary contact has the [Contacts](#) tab.

Click the [Contacts](#) tab for a list of current contacts for your organization as shown in Figure 8.

**Contact:** clicking the underlined name gives you Figure 3 again but with the contact's information.

SonisWeb200						
<b>Secured Employer Options</b> for Wannemakers Fine Foods Primary Contact: Rodney Moore						
Logout	Employer	Job Listings	Contacts			
Contact	Title	Electronic Mail	Work Phone	Ext.	Disabled	
<a href="#">Emmons, Maureen C</a>	Programmer	<a href="mailto:em@sonis.com">em@sonis.com</a>	203-263-7766	123	N	
<a href="#">Jefferson, George</a>	President	<a href="mailto:GJeff@WFF.com">GJeff@WFF.com</a>	800-555-1212		N	
<a href="#">Jones, Mary</a>	Teacher	<a href="mailto:MJonesT@WFF.com">MJonesT@WFF.com</a>	800-555-1212		N	
<a href="#">Rogers, Alice c</a>		<a href="mailto:ACRogers@WFF.com">ACRogers@WFF.com</a>	800-555-1212		N	
<input type="button" value="Add"/>						

• Figure 8 Contact List

**Electronic Mail:** click the underlined e-mail address and it starts an e-mail note<sup>3</sup> on your e-mail system.

## Adding Another Contact

Adding a contact is done only by the primary contact. Use the Add button in Figure 8 to get a blank version of Figure 3. Fill in the information for your added contact:

**PID<sup>1</sup>** and **PIN<sup>1</sup>** are filled in for you. You can change the PIN as you fill in the other information. When you later edit a contact's record, click "[PIN Change](#)" and the PIN will appear for you to change.

Tell your added contact the PID<sup>1</sup> and PIN<sup>1</sup> assigned and she or he can log in from Figure 2 just as you did.

**Disabled checkbox:** to mark one of your contacts as not longer available, click the Disabled checkbox until a checkmark appears. If the person becomes a contact again, simply click the Disabled checkbox until it's blank and she or he can log in again.

**Reset button:** click this button if you want to erase what you've entered and start over. Once you've click the Submit button it's too late since the information is saved; but you can pick the person from Figure 8 and change the record.

**Submit button:** click it and your entries are saved.

The contacts in Figure 8 can use the system to add their job postings. The primary contact can see all the jobs, the applicants, and add new contacts. The other contact-people see only the jobs they posted.

## JOB APPLICANT ACCESS



Students and Alums can search for available jobs from their SONISWEB® access.

After logging on, he or she clicks the Jobs icon near the top of the display.

The Job Search display, illustrated in Figure 9, provides several ways to search those employers or jobs posted by employer contacts.

The “Desired Salary” in Figure 9 is the minimum the applicant is interested in.

Based on what she or he chooses in Figure 9, a matching-job list appears as shown in Figure 10.

**Title:** click an underlined Title in Figure 10 and the job detail record is displayed, Figure 11.

From this display, the applicant can call the contact or click the underlined “Electronic Mail” link to send an e-mail note.

The applicant can click the “Apply for This Job” button. That leads to Figure 12.

• Figure 9 Jobs Search

No.	Title	Employer	Job Class	Location	Salary Range
9	<u>Flight Attendant</u>	United Airlines Lines	General	Chicago, IL	\$0.00 - \$0.00
8	<u>Pilot</u>	United Airlines Lines	General	New York, NY	\$0.00 - \$0.00

• Figure 10 Matching Jobs

• Figure 11 Job Detail

## Applying for a Job

In Figure 12 the applicant enters some basic information, clicks the Submit button and the contact for the job gets an e-mail reminder that a new application has been submitted.

At the bottom the applicant is reminded to send more complete information to the employer's contact via e-mail.

**Viewing the Application:** after applying for a job, when the applicant next picks it, he or she sees [View Application](#) in Figure 13. Clicking it yields Figure 14.

There are fields at the bottom of Figure 13 for the applicant to make notes on contacts and dates.

Logout	Bio	Schedule	Registration	Degree Audit
<b>Applying For the Job</b>				
<b>Employer</b> United Airlines Lines (Job # 9)				
Title	Flight Attendant	Location	Chicago, IL	
Description	Weekend Flight Attendant			
Contact	Maureen Emmons	Electronic Mail	emmons100@yahoo.com	
Availability Date	<input type="text" value="06/15/2006"/>	Telephone	<input type="text" value="919-555-1212"/>	
Electronic Mail	<input type="text" value="jharlow@rjmu.edu"/>			
Best Time To Contact	<input type="text" value="Evenings after about 6:30pm"/>			
Introduction	<input type="text" value="I'm trained and experienced as this is my summer employment while attending college"/>			
Training/Skills	<input type="text" value="Two summers with contract long haul carrier"/>			
<i>Be sure to email your cover letter to the contact above, including an attached resumé.</i>				
<input type="button" value="Reset"/>			<input type="button" value="Submit"/>	

• Figure 12 Entering Application Information

Logout	Bio	Schedule	Registration	Degree Audit
<b>Employer</b> United Airlines Lines (Job # 9)				
Title	Flight Attendant	Description	Weekend Flight Attendant	
Fulltime	Yes	Job Class	General	
Location	Chicago, IL			
Salary	0 - 0			
Apply By	01/01/2005	Start Date	02/01/2005	
Expiration Date				
Contact	Maureen C Emmons	Electronic Mail	emmons100@yahoo.com	
Work Phone	203-263-4744	Ext.		
Fax	203-263-6765			
Duties				
Requirements	<b>APPLIED</b>			
App. Date	<input type="text" value="01/30/2006"/>	Contacted	<input type="text"/>	
First Interview	<input type="text"/>	Follow-up Interview	<input type="text"/>	
<a href="#">View Application</a>				
<input type="button" value="Reset"/>			<input type="button" value="Update"/>	

• Figure 13 Reviewing the Application

<b>Job Application</b>	
Title	Flight Attendant (Job # 9)
Employer	United Airlines Lines
App. Date	01/30/2006
Availability Date	06/15/2006
Telephone	919-555-1212
Electronic Mail	jharlow@rjmu.edu
Best Time To Contact	Evenings after about 6:30pm
Introduction	I'm trained and experienced as this is my summer employment while attending college
Training/Skills	Two summers with contract long haul carrier
<input type="button" value="Print"/> <input type="button" value="Close Window"/>	

• Figure 14 Job Application Information

## SETTING UP THE INITIAL EMPLOYER RECORD

This is done by the school to establish the initial “primary” contact for an employer. After that, the primary contact adds other contacts for the employer and posts jobs.

Setting up the primary contact is done in SONISWEB<sup>®</sup> administrator mode using **Systems** > Employer. It’s the list you see in Figure 15.

Employer								
Employer	Primary Contact	Title	City	State	Work Phone	Electronic Mail	Disabled Employer	Disabled Prime
<a href="#">Bob's builders</a>	Painter, B.	President	Utica	NY	919-999-2222	<a href="#">Contact</a>	N	N
<a href="#">Euron</a>	Johnson, J.	President	St Catharines	PC	856-555-1212	<a href="#">Contact</a>	N	N
<a href="#">Halliburton</a>	Cheney, R.	Chairman Emeritus	Washington	DC	n/a	<a href="#">Contact</a>	N	N
<a href="#">United Airlines Lines</a>	Emons, M.	CEO	Woodbury	CT	203-263-4744	<a href="#">Contact</a>	N	N
<a href="#">Wannemakers Fine Foods</a>	Moore, R.	Engineer	Baltimore	MD	410-555-121-	<a href="#">Contact</a>	N	N

• Figure 15 Employer List

Click the underlined [Contact](#) link under “Electronic Mail” and your e-mail software<sup>4</sup> begins a note with the e-mail address of the primary contact in the header.

Click the underlined name of the “Employer” to see the records as shown in Figure 16.

Employer				
Employer	<input type="text" value="Wannemakers Fine Foods"/>			Disabled <input type="checkbox"/>
<b>Primary Contact</b>				
Last	<input type="text" value="Moore"/>	First	<input type="text" value="Rodney"/>	MI <input type="text"/>
Title	<input type="text" value="Engineer"/>	PID	<input type="text" value="un53n772j"/>	PIN <a href="#">Change</a>
Work Phone	<input type="text" value="410-555-121-"/>	Ext.	<input type="text"/>	Fax <input type="text" value="410-555-1011"/>
Electronic Mail	<input type="text" value="RMoore@WFF.com"/>			Cell Phone <input type="text" value="410-555-1010"/>
Street Address	<input type="text" value="10512 W. Sagamore Rd"/>	Street Address	<input type="text" value="Suite 701"/>	Street Cont. <input type="text"/>
City	<input type="text" value="Baltimore"/>	State	<input type="text" value="Maryland"/>	Zipcode <input type="text" value="21201"/>
County Code	<input type="text"/>	Country	<input type="text" value="U.S.A."/>	
<a href="#">List Contacts</a>		Change Primary Contact To <input type="text" value="Moore, Rodney"/>		
<input type="button" value="Reset"/>		<input type="button" value="Submit"/>		

• Figure 16 Employer Record

Click [List Contacts](#) in Figure 16 to see the others in the list for that employer. The list of contacts is established as described in “Employer Access” (page 3). The “Change Primary Contact To” pull-down lets you pick another person in the contact list as the primary contact. That causes the name and [Contact](#) link in Figure 15 to change.

Click the Add button in Figure 15 to enter a new employer.

<sup>4</sup> Unless your e-mail system doesn’t permit it.

You'll also want to set up the job classes based on employers' needs. That's done in **Systems > Table Maintenance** choosing the Job Class table. It looks like Figure 17.

Employers use these job classes in a pulldown menu as they post jobs.

In Figure 17 you can use the Add button for a new class or click the "Job Class Code" button to change it. You can change the "Job Class" words, disable one you don't want used, or, if the class has never been used, you can delete it.

Table Maintenance - <i>job_class</i>		
<input type="button" value="ADD New Record"/>	OR Edit Record (click on Button in the row): <a href="#">Sort Order</a>	
Job Class Code	Disabled	Job Class
(job_class_cod)	(disabled)	(job_class_txt)
<input type="button" value="CL"/>	0	Clerical
<input type="button" value="GN"/>	0	General
<input type="button" value="PR"/>	0	Professional
<input type="button" value="TC"/>	0	Technical

• Figure 17 Job Class Table

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