SONISWEB®

Scholastic ONline Information System
for the Web

For Employers
Job Postings and
Applicant Lookup

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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RJM Systems, Inc.

• 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® 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[1] and PID[1] 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[1] and PID[1]. The primary contact manages <u>all</u> 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.

[1] 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[1] and PID[1] 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[2]. 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.)
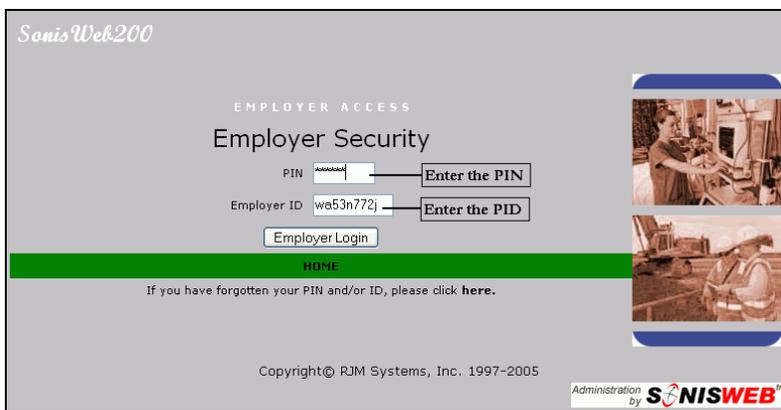
> **Change Primary Contact To** lets you change the "primary" contact to another. Click the arrow and you get a list of the other contacts[2] (Figure 4) that you select from. Click the Submit button to save the change.
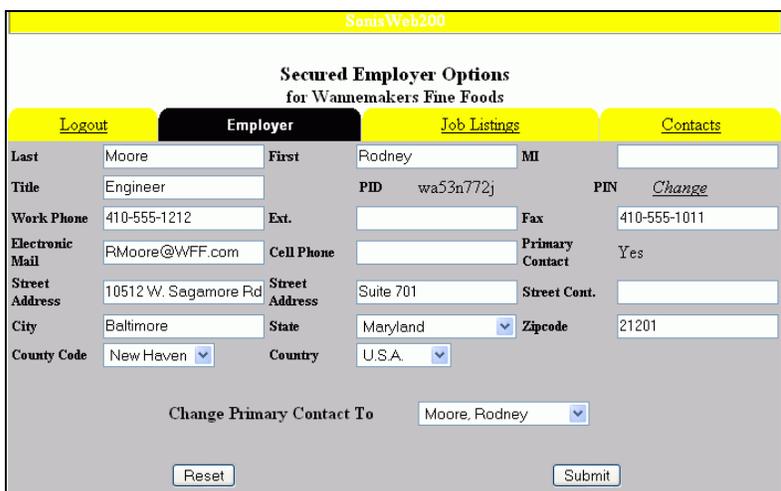
In Figure 4 the underlined items let you dig deeper:

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

> **Contact** starts an e-mail session[3] with the contact.

• Figure 2 Employer Login Display

• Figure 3 Employer Access Display

• Figure 4 Job Listings

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[2] Only the primary contact has the Contacts tab.

[3] 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 5 New Job Posting

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.

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[3] for responding to the applicant.

• Figure 6 List of Applicants for a Job

• Figure 7 Application Display

Contacts

Only the primary contact has the <u>Contacts</u> tab.

Click the <u>Contacts</u> tab for a list of current contacts for your organization as shown in Figure 8.

• Figure 8 Contact List

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

    Electronic Mail: click the underlined e-mail address and it starts an e-mail note[3] 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[1] and **PIN**[1] 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 <u>Change</u>" and the PIN will appear for you to change.

    Tell your added contact the PID[1] and PIN[1] 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

● 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 re-minded to send more complete in-formation to the employer's contact via e-mail.

Viewing the Application: after ap-plying 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.

• Figure 12 Entering Application Information

• Figure 13 Reviewing the Application

• 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® administrator mode using **Systems** > Employer. It's the list you see in Figure 15.

Employer

Record 1 - 5 of 5

Employer	Primary Contact	Title	City	State	Work Phone	Electronic Mail	Disabled Employer.	Disabled Prime
Bob's builders	Painter, B.	President	Utica	NY	919-999-2222	Contact	N	N
Enroni	Johnson, J.	President	St Cathrines	FC	856-555-1212	Contact	N	N
Halliburton	Cheney, R.	Chairman Emeritus	Washinton	DC	n/a	Contact	N	N
United Airlines Lines	Emmons, M.	CEO	Woodbury	CT	203-263-4744	Contact	N	N
Wannemakers Fine Foods	Moore, R.	Engineer	Baltimore	MD	410-555-121-	Contact	N	N

[Add]

- Figure 15 Employer List

Click the underlined Contact link under "Electronic Mail" and your e-mail software[4] 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 | Wannemakers Fine Foods | | Disabled | ☐ |

Primary Contact

Last	Moore	First	Rodney	MI	
Title	Engineer	PID	un53n772j	PIN	*Change*
Work Phone	410-555-121-	Ext.		Fax	410-555-1011
Electronic Mail	RMoore@WFF.com			Cell Phone	410-555-1010
Street Address	10512 W. Sagamore Rd	Street Address	Suite 701	Street Cont.	
City	Baltimore	State	Maryland	Zipcode	21201
County Code		Country	U.S.A.		

List Contacts

Change Primary Contact To Moore, Rodney

[Reset] [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.

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[4] 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 – *job_class*	
ADD New Record	OR Edit Record (click on Button in the row): Sort Order	
_Job Class Code	Disabled	Job Class
(job_class_cod)	(disabled)	(job_class_txt)
CL	0	Clerical
GN	0	General
PR	0	Professional
TC	0	Technical

• Figure 17 Job Class Table

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