



Jobs4Govs Employer Guide

Registering on Jobs4Govs

- To login into Jobs4Govs, visit www.apsu.edu/careers/jobs4govs and click the **Employer Login** button under the **External Employers** tab.
- If you are not a current user, click on the red **“Sign Up”** button on the right side of the web page and follow the directions. Employers already registered in the system will populate in a dropdown menu as you type.
- Complete all sections. Required fields are marked with an asterisk (*) then click on the **Submit** button.
- You will receive an email with further login instructions after you have been approved as a vendor. This email will provide a link to set your system password. Please email careerservices@apsu.edu if you do not receive this email, as it is sometimes blocked.

Note: Once you have registered and if you posted a job, both your account and job will be pending for review by an administrator. You will receive an email notification within 48 hours of the status or if additional information is needed. *Equal Opportunity Employment documentation must be provided.*

Using Jobs4Govs

Update Employer Profile Tab

- To change Employer Information, go to Employer Profile tab on left sidebar. Click on any of the dropdown menu options to make changes (Who We Are, Logo, etc.). Click on the red SAVE button to complete the changes.
- To change Personal Information, go to My Account tab on left sidebar. Click on the red SAVE button to complete the changes.

To Create a New Job

- Click **Jobs > Job Postings** on the left navigation menu. Click the red **Post a Job** button. Enter job information in the form that appears. Fields with an asterisk (*) are required information. Fill out as much information as possible to make the job posting complete.
- Under **Résumé Submission Method**, you can choose to receive resumes via: **Email, Accumulate Online** through the Jobs4Govs system or **Other** (instruct applicants to apply via a different application procedure, including company website, mail, etc).
- A résumé is the only automatically required document when accepting applications via the Email or Accumulate Online Method. In order to receive Cover Letters, Unofficial Transcripts, Writing Samples or Other Documents, you must check these under **“Optional Documents.”** You must also check these boxes under **“Required Documents”** in order to make them required for all applicants.
- Enter both minimum and preferred Qualifications if applicable. Click on SUBMIT to send pending job for approval. All positions must be approved by Career Services before they are posted.
- To repost a previous position click **Show Archived** under **Copy or Repost Position** at the top of the job form. Click on a position in the dropdown menu to populate the job form and repost easily.

To Make a Reservation for an Information Table or Interview Space

- For information table: Select **Events** in the left sidebar menu, then select Information Session. Click the red "Request Information Session" button. Complete the New Information Session Form and click SUBMIT.
- For interview space: Select **OCR** in the left sidebar menu, then select Schedules. Click the red "Request A Schedule" button. Complete the New Interview Schedule Request Form and click SUBMIT.

To Request A Résumé Book

- To review résumés other than those submitted in response to job postings, employers must request a Résumé Book from Career Services at careerservices@apsu.edu.