AP | Career Services

Jobs4Govs Graduate Assistant Employment Posting Guide

Registering on Jobs4Govs

- Visit www.apsu.edu/careers/jobs4govs and click **Internal Employer Login** on left navigation menu.
- If you have not logged on to the Jobs4Govs employer portal before, click on the red "**Sign Up**" button on the right side of the web page and follow the directions. Departments and organizations already registered in the system will appear in a dropdown menu when typing Organization Name. Please contact Career Services at (931) 221-6544 or **studentemployment@apsu.edu** to ensure that an account has not already been set up for your department.
- Complete all sections. Required fields are marked with an asterisk (*). Click on the **Submit** button to complete your registration.

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. You will receive an email notification within two business days of the status of your registration. This email will provide a link to set your Jobs4Govs password if you are a first-time user.

Update Employer Profile Tab

- To update the information about your department that students are able to view on Jobs4Govs, go to **Employer Profile** on the left navigation menu. 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 update Personal Information, go to **My Account** on left navigation menu. Click on the red **Submit** button to complete the changes.

To Create a New Graduate Assistant Posting

- In the left navigation menu, click **Jobs**. In the dropdown menu, click **Job Postings**. On the subsequent screen, click the red **Post A Job** button in the middle of the page. To repost a previous position, click the **Show Archived** button under **Copy or Repost Position** to select a position and auto-populate the job form. For new positions, enter job information in each form field. Fields with an asterisk (*) are required information. Fill out as much information as possible to make the job posting complete.
- When filling out the required information for your job posting, remember the following:
  - For *Position Type*, select **Graduate Assistant**.
  - For *Job Description*, include Position Summary, Primary Duties and Responsibilities, Essential Functions and Qualifications.
  - For *Resume Submission Method*, select **Accumulate Online**. This method allows you log in to your account to view applicant submissions, as well as Career Services, Graduate Studies and Human Resources to track the status of applications.
- A **Résumé** is the only automatically required document. 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. In order to ensure applicants submit **Letters of Recommendation**, please include the following language in the Document Notes form field: "Please complete the form at the following link to request a Recommendation Letter: https://apsu.edu/grad-studies/request-letter-recommendation-GA.php."
- Under **Restrict Applications / Activate Screening**, select *Yes* to restrict who can apply for your position based on Degree Level, Classification, Major, etc.
- Click red **Submit** button to send pending job for approval. All positions must be approved by Career Services.

To Review Applications

- To see all resumes and application materials submitted in response to job postings, go to **Jobs → Student Resumes Applications**.
- To review and download resumes, click on the Student Name, then click **View Resume** on the subsequent page.
- To help you keep track of the Hiring Process, you can click the down arrow on the right side of each applicant name. This will give you options to mark the application in one of the following ways: *Resume Reviewed*, *Interested*, *Sent Email*, *Recommended for Hire* or *No Longer Being Considered*. Please update each application accordingly as you proceed in the hiring process. This is **required** in order to better update students on application status and trigger the next step in the hiring process.
- You will receive an automated email from Career Services the day after your position expires. If you have not already selected your preferred candidate, please follow the emailed instructions to initiate the hiring process.