



## Jobs4Govs Employer Guide

### Registering on Jobs4Govs

- To login into Jobs4Govs, visit [www.apsu.edu/careers/jobs4govs](http://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 appear in a dropdown menu when typing Organization Name.
- 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.

**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 48 hours of the status or 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 on Create Job Posting tab on right sidebar. Enter job information. 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 your email, online through the Jobs4Govs system or Other (you can use this method to instruct applicants to apply via a different application procedure, including website link, mail or email résumé, etc.).
- 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.
- Enter both minimum and preferred Qualifications if applicable. Click on SUBMIT to send pending job for approval. All positions must be approved by the Career Services before they are posted.

#### 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](mailto:careerservices@apsu.edu).