

Career Aggie is Career Services' online system for posting student jobs, Work-Study positions, internships, and career positions. All enrolled students have a Career AGGIE account and can view/apply for your job openings.

Career AGGIE allows on-campus employers to:

- Post jobs online (open and close with the click of a button); no application or referral forms are required
- View candidates who have applied for your positions by using Career AGGIE to deliver resumes and any other required application materials to your email
- Close jobs via Career AGGIE once you have the candidate pool you need—no phone call required
- Re-post positions simply by changing key information—a new job number will be assigned
- Hire Work-Study (WS) students—only students with a WS award will be able to view/apply and a Work-Study Agreement (formerly control card) is only required for the candidate(s) hired

1. Employers With a Career AGGIE Account

OR

Employers Without a Career AGGIE Account

If you have posted a position with Career Services/ Student Employment in the past, a Career AGGIE account may have been created for you.

- Login at: www.usu.edu/career
- Click Career AGGIE
- Select the *Employers* login option



- Enter your username: your email address
Enter your password: usu
(you can change your password once you login)

To create an account in Career AGGIE:

- Follow steps a,b,c at the left
- Select *Click to Register* at the bottom of the employers page and submit your information

Username:
Password:

[Click here to register](#)

Career AGGIE creates one departmental account (i.e., USU Department Name) which can have multiple contacts per department. New contacts are moved out of "pending" twice each business day and an email is sent once the account has been approved.

TIPS: *The following numbered headings reflect key Career AGGIE functions and are identified in italics throughout the guide. Commands are identified in brackets—[Edit] or [Save]. Allow pop-ups on your web browser and use the [Spell Check] feature.*

2. My Profile

- To input/update *Employer Information*, complete or edit the *Employer Information* and *Contact Information* sections within your profile. If updating your profile, click [Edit] and [Save]. If you are entering information for the first time, you will simply [Save] your information. Career AGGIE has a [Spell Check] feature in this section.



Home **My Profile** Student Search My Jobs Interview Schedules Career Fairs & Info Sessions Log Out

Employer Profile

Resource Library
I want to...
Report a Job Offer Acceptance

Profile View Employer Information Contact Information

Employer Information [Edit]

Please review your profile below. To make changes to items in either section, click on the [Edit] link for that section.

- Organization Name: USU Career Services
- Website: <http://www.usu.edu/career>
- Employer Industry: Education/Academia - Other
- City: Logan

3. To Post a New Job

- a. Click on *My Jobs* on the toolbar and select *New Job*. Complete the following sections: *Position Information*, *Contact Information*, and *Posting Information*. Tips for completing each section are listed below. All items with a red asterisk (*) are required fields. Fill out as much information as possible to make the job posting complete. Be sure to [Save] the job posting. You will receive an email confirming your job has been activated to allow student viewing; positions are activated twice each business day and an email is sent to the contact listed within the job posting.



The screenshot shows the Career AGGIE interface. At the top, there is a navigation bar with tabs: Home, My Profile, Student Search, My Jobs, Interview Schedules, and Career Fairs & Info Sessions. The 'My Jobs' tab is selected, and a dropdown menu is open showing 'Job List' and 'New Job'. The 'New Job' option is highlighted. Below the navigation bar, there is a 'Resource Library' section with a link to 'I want to...' and a link to 'Report a Job Offer Acceptance'. The main content area is titled 'Position Information' and contains a form with the following fields: '*Job Title:' (text input), '*Organization Name:' (text input, pre-filled with 'USU Career Services'), and two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.

Position Information Section Tips

- Regarding salary, you can complete two fields: *Wage/Salary Type* (drop-down menu) and *Wage/Salary Amount* (can be text or numerical).
- For ongoing positions, leave *Employment End Date* blank.
- In the *Job Description* and *Qualifications* sections provide as much detail as possible to ensure quality candidates apply.
- In *How to Apply*, take advantage of Career AGGIE's capabilities to allow students to submit resumes (and any other application materials) directly to the email address of the contact person within the job posting. Simply state "Submit your resume via Career AGGIE". If you would like additional application materials, identify them in this section.
- Career AGGIE has a [Spell Check] feature in this section.

Contact Information Section Tips

- Your *Contact Information* will be pre-populated in this section. Make edits to this section for the individual you want to receive resumes; their contact information will be associated with this job posting only and you will still be a contact for your department. If the *Website* field is not relevant, simply put *www.none.com*. To edit your contact information, see 2a above.

Posting Information Section Tips

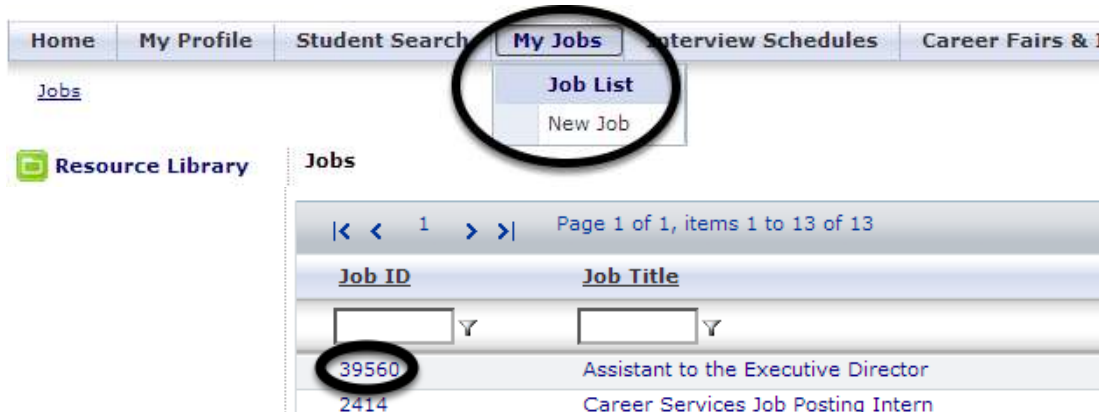
- In *Position Type*, you can select multiple options by holding the CTRL key as you scroll through the selections. **If you are posting a Work-Study position, be sure to select *Work-Study*, which is the last option in the *Position Type* field (see page 5)*.** Students without a Work-Study award will not be able to apply for Work-Study positions.
- Be sure to select academic *Majors* you would like to see apply. Follow the instructions at the top of the tree identifying all majors by college. If you are interested in all majors, select *Utah State—Any Major*. Once you've chosen the major(s), select *Continue*.
- In *Screening Options*, any of the items you select will screen candidates out. Remember, if you screen candidates out, your candidate pool will be smaller. Career Services recommends not using this option.
- In *Show Contact*, you can select *Yes* or *No* to allow your contact information to be viewed by candidates.
- In *Receive Applications via Career AGGIE*, the *Yes* option is required for you to view candidates as they apply. [Save] the posting.

TIP: REQUIRING STUDENTS TO SUBMIT RESUMES VIA CAREER AGGIE IS ONE OF THE PREMIER FEATURES OF THIS SYSTEM. THIS FEATURE ALLOWS YOU TO ASSESS WHO HAS APPLIED FOR YOUR POSITION AND VIEW DOCUMENTS AS CANDIDATES APPLY—AT ANY TIME.

4. To View Candidates Who Have Applied For a Posted Job

You will receive an email each time a candidate applies via Career AGGIE for your job with a link to their resume. On the first day of business after the *Application End Date*, you will receive an email with a link to view/print all candidates' resumes. After opening the link, select *Print/View All* on the bottom left corner of the screen. Waiting for the closing date allows you to receive one bundle of all candidates' resumes in an email. At any time, you can view activity related to your job posting by using the following steps:

- a. Click on *My Jobs* on the tool bar and select *Job List*. You can select either the *Job ID* or the *Job Title*.




Job ID	Job Title
39560	Assistant to the Executive Director
2414	Career Services Job Posting Intern

- b. Under *Page Functions* on the far left of the screen select *View Activity*; a list of candidates who have applied will appear. Students typically wait until the *Application End Date* to review your job posting and submit their documents.



- c. Select [View] to review each candidate's resume. Remember, if you wait for the closing date you will receive one bundle of all candidates' resumes in an email.



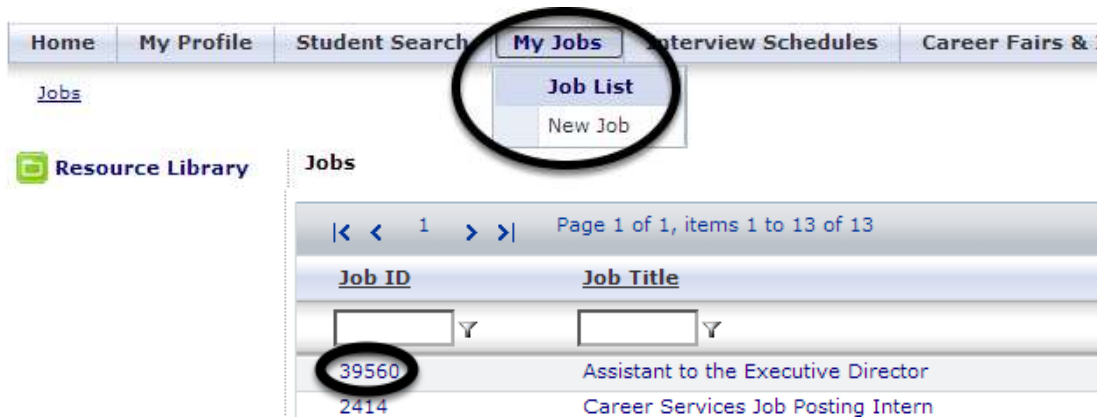
New Student Referral	Date	Student	Employer Response	Action
	4/15/2013	Paula Johnson		View
	4/15/2013	Brenda Bohm		View

- d. Under *Page Functions* on the far left of the screen select *View Documents* to view all candidates' documents.



5. To Make Changes to an Active Posting

- Click on *My Jobs* on the tool bar and select *Job List*.
- Click on the Job you would like to edit. You can select either the *Job ID* or the *Job Title*.



Job ID	Job Title
39560	Assistant to the Executive Director
2414	Career Services Job Posting Intern

- In a full-screen view, use the [Edit] button to the right of each section and [Save] each section as you make changes.



Position Information

To update information in the 3 sections below, click the Edit button in each section. Required fields are indicated by an *. The Posting Information Section below contains important fields. Please read carefully.

* Job ID: 39941
* Job Title: Assistant to the Executive Director
Organization Name : USU Career Services
No of Openings: 1

6. To Close a Posted Job

- The posting will automatically close on the *Application End Date* and the contact identified within the job posting will receive one bundle of all candidates' resume in an email the following business day.
- If you choose to close your job early, and have at least three candidates (per policy 397) select *Close Job* on the far left of the screen under *Page Functions* and the posting will no longer be viewable to candidates. All jobs are closed at 10:00 p.m. on the *Application End Date*.



Home My Profile Student Search My

Jobs > Job Profile

Page Functions

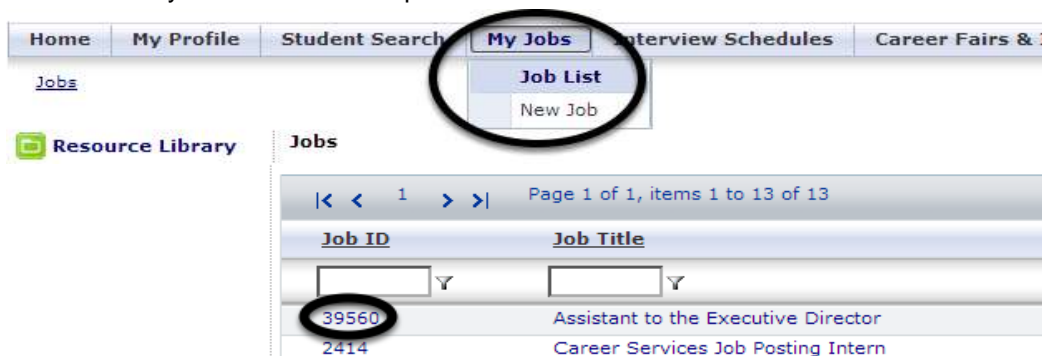
Close Job
Copy Job
View Activity

Viewing Job: 39575

Profile View

7. To Copy/Re-Post a Previously Posted Job

- Click on *My Jobs* on the tool bar and select *Job List*.
- Click on the Job you would like to re-post. You can select either the *Job ID* or the *Job Title*.



Job ID	Job Title
39560	Assistant to the Executive Director
2414	Career Services Job Posting Intern

7. To Copy/Re-Post a Previously Posted Job, Continued

- c. Under *Page Functions* on the far left of the screen select *Copy Job*; a new *Job ID* will appear.



- d. Update *Position Information*, *Contact Information*, and *Posting Information*.
e. Use the [Edit] button to the right of each section and [Save] each section as you make changes.



- f. Be sure to enter a new Post Date and Application End Date and [Save] the new posting. A new Job ID will be assigned.
g. Career Services will reactivate your new position; positions are activated twice each business day and an email is sent to the contact listed within the job posting.

***Regarding Work-Study:** Only students who have received a Work-Study award for the current year will be allowed to apply for these positions.

- a. To view students who have received Work-Study, select *Student Search* on the tool bar, enter student name, and under *Demographic Information* view *Applicant Type* for Work-Study. View *Work-Study Award Amount* to assess award; the *Work-Study Amount Remaining* field will be updated after each payroll period.



- b. Click on the *Print Forms* down arrow located on the left tool bar and click *Work Study Agreement* (formerly Control Card) to print. As the employer, you will need to print and complete a Work-Study Agreement and is only required for candidate(s) you hire.



Thank you for using Career AGGIE to manage your job postings. Feel free to contact Career Services at 435-797-7777 or career.services@usu.edu for help in using Career AGGIE.