

JOBWIRE EMPLOYER QUICK GUIDE

REGISTER FOR AN ACCOUNT

- Select "Register and post a job." at https://www.naceweb.org/Jobwire/Jobwire.aspx?referal=connections&menuID=271&no_detype=4.
- Select either the "Register" or "Register and Post Job" tab at <https://jobwire-csm.symplicity.com/employers/>.
- Fill out the Employer Registration Form - Complete each field, noting that fields with an asterisk (*) are required. Click on submit.
- You will be sent an e-mail to verify the validity of your e-mail address. You must click on the verification link in the e-mail to confirm your e-mail address for your registration to be processed.
- A screen will be displayed stating your e-mail has been verified, and you will receive an e-mail that will contain your username and password and a link to login.

PERSONAL INFORMATION

- Select "Account" from the navigation bar to update your personal information and password. The Personal Information tab displays your basic information (name, address, e-mail). The Password/Preferences tab allows you to change your password.

ORGANIZATION INFORMATION

- Select "Profile" from the navigation bar to enter a general overview of your organization. The profile includes company achievements, products and services, outlook, culture, key statistics, and more.

JOBS

- Select "Jobs" from the navigation bar to create job postings, view resumes, create resume packets, and batch e-mail students.
- Select "Add New" on the "Job Posting" tab to add a new job listing. Fields with a red asterisk (*) are required. Choose one of the following options to receive resumes: E-mail Resume (resumes are sent to you through the Jobwire System), Online (resumes are stored in the Jobwire system until you login and retrieve them), or Other (a text box will open in which you should write application instructions). All jobs must be prepaid before your ad will go live.
- Click on the job title to edit the job posting, view applicants' resumes, or preview the job.
- Select the "Candidate Resume" tab to view resumes of the applicants that applied to your job posting. From here you can e-mail applicants, save applicants to an excel file, request a resume packet, or delete applicants.
- Select "Resume Packet" Tab to view or download requested resume packets.
- Select the "Archived Jobs" tab to view your previously posted jobs that have expired.