Go to Jobsforaggies.tamu.edu

• Click on “Post a Part-time Job”
• This will take you to our posting criteria page, from which you can navigate to the JFA Landing Page
Landing Page

This page is where all employers will either:

1. sign in with their existing account
   - ONLY if you have an active posting
2. Or, register for a new account
   - If you haven’t used the job board, you will need to register for a new account.
HOW TO:
Register for a New Employer Account
Registering for a New Employer Account:

You will have two options when registering for a new account

1. **“Register”**
   - Solely creating your account

2. **“Sign Up And Post Job”**
   - Creating your account, and a complete job posting

*Regardless if you choose option 1 or 2, your account will require approval before you can sign in and begin utilizing the job board. Additionally, if you choose option 2, you will be required to complete the job posting information before your contact will be submitted.*
1. Register (Sign Up Only)

After clicking on the “Register” button, you will be asked to enter company, and contact information in the form seen here.

- If your organization has already been created by a previous user, you will have the option to use key words to find your organization name (as seen in the screenshot here).
  - If your organization exists, you MUST select them from the drop down. Duplicate employers will NOT be allowed, and you contact will not be approved.
- If your organization does not pop up, you will need to create a new organization.
  - You can do this by typing in the full name of your organization and providing a description of the organization in the field below.
After filling out the company information fields, you will then be asked to provide information for your contact:

- The contact information is unique to the individual registering for the account.
- Every organization employee that utilizes the job board should have their own login, or contact account.
2. Sign Up and Post Job

This will allow you to simultaneously create a job posting upon completion of the step 1, creating an employer contact account

- You will need to be prepared to fill out ALL information fields in step 2 to create the job posting
- Failure to complete step 2 will result in the inability to submit your employer contact account for approval
- Additionally, your job posting will not be activated until after your account has been approved

*If you do not wish to create the job posting at this time, or are not prepared to do so, you will need to select the “register” option on the landing page, or switch over to the “sign up” tab at the top of this page*
HOW TO:
Post a Job
Create a Job Posting (From Shortcuts)

On the homepage, if you scroll down, you will see a section titled “Shortcuts”

- Click on the “Create Job Posting” link
Create a Job Posting (From Menu)

On the left side of your screen, you will click on the tabs:

“Jobs” then “Job Postings”

• Here you will see a list of all positions posted by your organization
• You will click the “Post a Job” button shown in the middle of the screen here
  • This will take you to the job posting form
Requiring Online Applications

Online applications will allow students to apply through the Jobs for Aggies Job board by uploading various documents defined by the employer in the job posting.

- Make sure to select the box titled “Accumulate Online”
Within the job posting, employers can require or suggest that students upload various documents as part of the application process.

- Checking boxes in the "Additional Documents" section will not make them required, you will need to check the boxes below in the "Documents Required" section.
- As seen here, employers will have the option to select these documents and make special instructions as the job posting is created.

**Description of “Other Documents” or general instructions**
Employers will also have the option to have all application materials emailed to them directly:

- This option will be in addition to selecting the “Accumulate Online” method.
- Check the “Email” box to have students’ documents sent directly to your email.
  - Please review and confirm the email in the “default email for resumes” section, for this is where all resumes will be sent.
  - This field may auto populate to show the email linked to your employer contact.
External Application Links

Students can also be required to apply using an external link

- Check the “Other” box if you are requiring the students to apply at the company’s website or any external website

  - You will type the URL to your external application in the “how to apply” box

  ```
  URL HERE
  ```
Job Posting Form

When creating your job posting, you will have the option to “Save and finish later”, or “Submit” your posting.
- Once your posting has been submitted, it will be sent to the SEO for approval, please allow up to 48 hours for this process.