



# **JOBS FOR AGGIES JOB BOARD “HOW TO’S”**

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*Employer Training*

*Revised July 2023*

# Go to [Jobsforaggies.tamu.edu](https://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

JOBS FOR AGGIES

Welcome To Jobs for Aggies

The Division of Human Resources and Organizational Effectiveness (HROE) is proud to support the educational goals of Texas A&M undergraduate and graduate students by providing access to employment opportunities. We serve students, campus employers by maintaining an online job database and by offering training as needed for students, supervisors, and HR professionals.

Students

Employers

Find a Part-Time Job

Training & Workshops

Post a Part-Time Job

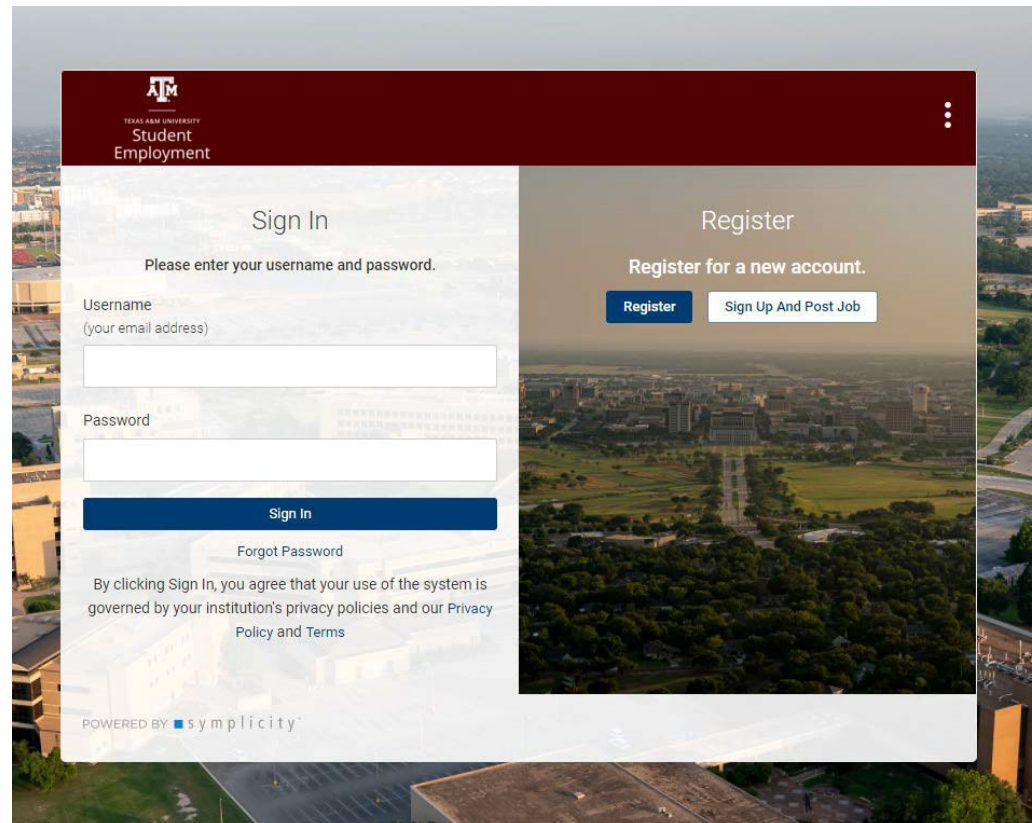
Celebrate Students

About Us Contact Us

# 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.



The screenshot displays the 'Student Employment' landing page. The header features the ATM logo and the text 'TEXAS A&M UNIVERSITY Student Employment'. The main content is split into two columns: 'Sign In' and 'Register'. The 'Sign In' section includes a prompt to enter a username and password, a text input for the username (with a note that it should be the email address), a text input for the password, a 'Sign In' button, and a 'Forgot Password' link. Below this is a disclaimer: 'By clicking Sign In, you agree that your use of the system is governed by your Institution's privacy policies and our Privacy Policy and Terms'. The 'Register' section includes a prompt to register for a new account and two buttons: 'Register' and 'Sign Up And Post Job'. At the bottom, it says 'POWERED BY symlicity'.



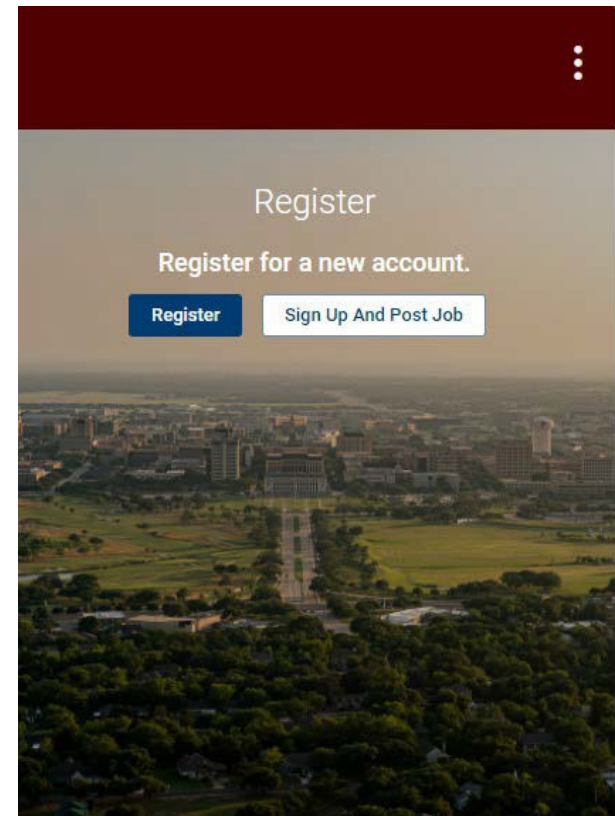
**HOW TO:**  
**Register for a New Employer  
Account**

# 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

ATM  
TEXAS A&M UNIVERSITY  
Student Employment

## Register

Sign in   Forgot my password   Sign Up   Sign Up and Post Job

\* indicates a required field

Company Information  
Please provide as much information as possible.

Organization Name\*

scholarships

Texas A&M University Scholarships & Financial Aid

Employer Description

Enter a brief description of your organization.

Website  
(if applicable)

Services Requested  
Please select which services you wish to register for below.

# 1. Register (Sign Up Only) Cont.

After filling out the company information fields, you will then 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

**Contact Information**  
Please provide as much information as possible

Salutation  
(mr., ms., mrs., etc.)

Full Name \*  
(first mi last)

Title

Division

Email \*

Phone \*  
(###) ###-####

Cell Phone  
(###) ###-####

Fax  
(###) ###-####

**Address**  
Please provide as much information as possible

Country \*  
United States

Street \*

City \*


State \*

Zip \*

As a part of your activities at Texas AM University, does your company recruit for entry-level, new graduate opportunities that are primarily focused on sustainability-related issues?

Yes  
 No  
 Unsure

Please prove you are not a robot

I'm not a robot  reCAPTCHA  
Privacy - Terms

## 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*

ATM  
TEXAS A&M UNIVERSITY  
Student  
Employment

### Sign Up and Post Job

Sign in    Forgot my password    Sign Up    **Sign Up and Post Job**

Step 1: Enter Contact Info    Step 2: Enter Job Info

**Attention:** After a job has been submitted, it is reviewed by the Student Employment Office before being posted for students to view to ensure compliance with equal employment opportunity standards and our internal posting criteria. **NOTE:** Jobs for Aggies only posts part-time positions in the local area. To post full-time opportunities please go to <http://careercenter.tamu.edu>. Thank you!

**Note:** You will be notified as your job approaches expiration and provided an opportunity to extend the posting.

**Note:** Job expiration date will be automatically adjusted to maximum allowed - 90 days after the posting date.

\* indicates a required field

Position Information

Position Type \*





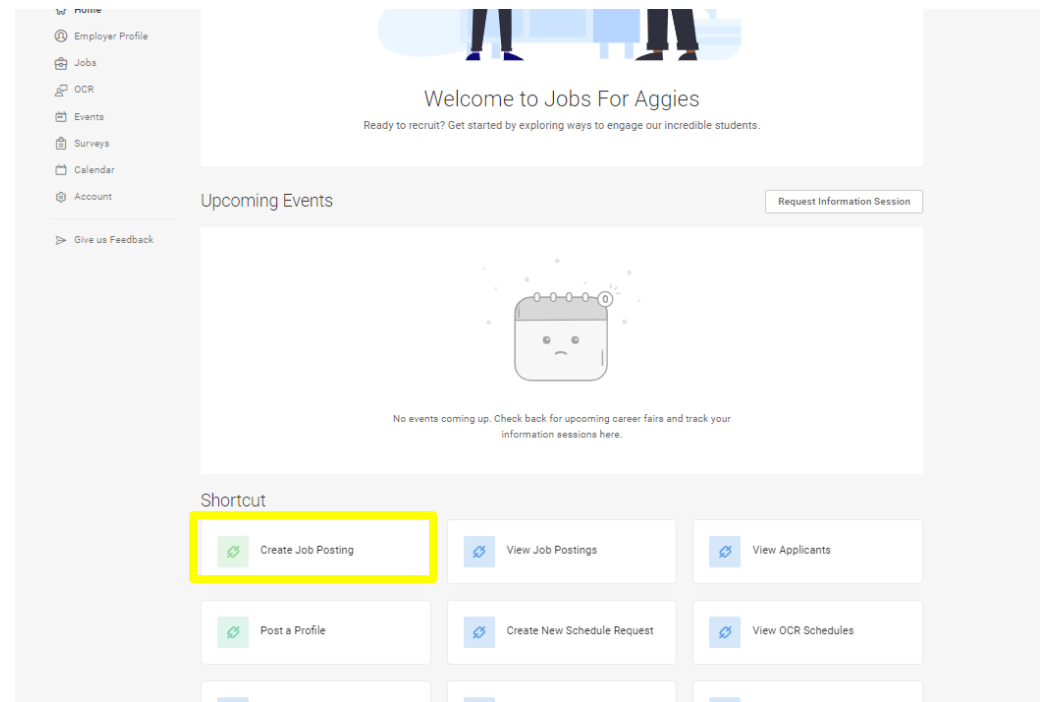
# HOW TO: Post a Job

# 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

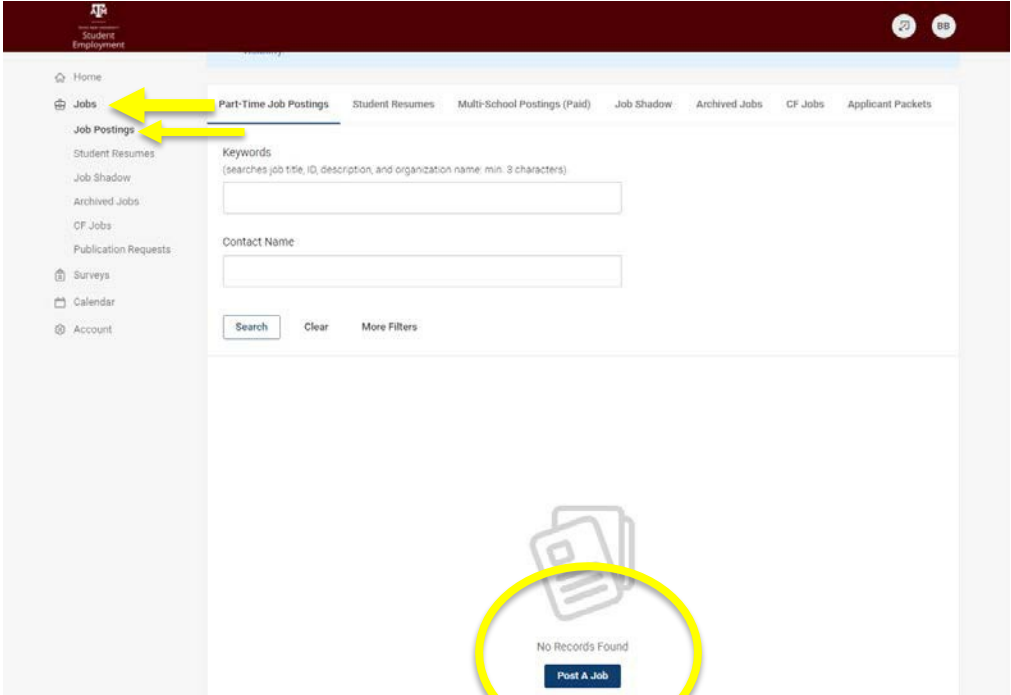


# Create a Job Posting (From Menu)

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



The screenshot shows the Student Employment website interface. On the left, a navigation menu lists various options: Home, Jobs, Job Postings, Student Resumes, Job Shadow, Archived Jobs, CF Jobs, Publication Requests, Surveys, Calendar, and Account. Two yellow arrows point to the 'Jobs' and 'Job Postings' items. The main content area displays a search bar with the label 'Keywords' and a subtext '(searches job title, ID, description, and organization name: min. 3 characters)'. Below the search bar is a 'Contact Name' field. At the bottom of the search results, there is a 'No Records Found' message and a blue 'Post A Job' button, which is circled in yellow.

# 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”

## Resume Receipt \*

Choose how you would like to receive student resumes for this part-time job position.

**E-mail:** Choose this option if you would like to receive an individual email each time a student applies. The email will include a resume and any additional documents that you have requested. The email is sent through the job board.

**Accumulate Online:** Applicants will apply through this job board. You will not receive individual emails as students apply. You will be able to review application materials on your contact page. Students must submit a resume and any other documents required in order to apply.

**Other:** If you choose this option, you will enter specific information on how to apply, i.e. website address, physical location, or text.

E-mail  Accumulate Online  Other (enter below)



# Documents

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

## Additional Documents

Which additional documents do you request for this part-time job positions. Please note that to apply through the job board, a resume is **required**.

Cover Letter  Unofficial Transcript  Other Documents

## Documents Required

From Additional Documents selected above, which are required?

Cover Letter  Unofficial Transcript  Other Documents

## Work Study Certificate \*

Do you require a work study certificate as part of the application

Yes  No

## Requested Document Notes

Special instructions regarding requested documents.

Description of “Other Documents” or  
general instructions



# Email Application

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

## Resume Receipt \*

Choose how you would like to receive student resumes for this part-time job position.

**E-mail:** Choose this option if you would like to receive an individual email each time a student applies. The email will include a resume and any additional documents that you have requested. The email is sent through the job board.

**Accumulate Online:** Applicants will apply through this job board. You will not receive individual emails as students apply. You will be able to review application materials on your contact page. Students must submit a resume and any other documents required in order to apply.

**Other:** If you choose this option, you will enter specific information on how to apply, i.e. website address, physical location, or text.

E-mail  Accumulate Online  Other (enter below)



## Default email address for resumes

Enter an email address to which applicant materials will be sent.

YOUR EMAIL

## Additional Documents

Which additional documents do you request for this part-time job positions. Please note that to apply through the job board, a resume is **required**.

Cover Letter  Unofficial Transcript  Other Documents

## Work Study Certificate \*

Do you require a work study certificate as part of the application

Yes  No

## Requested Document Notes

Special instructions regarding requested documents.

# 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

## Resume Receipt \*

Choose how you would like to receive student resumes for this part-time job position.

**E-mail:** Choose this option if you would like to receive an individual email each time a student applies. The email will include a resume and any additional documents that you have requested. The email is sent through the job board.

**Accumulate Online:** Applicants will apply through this job board. You will not receive individual emails as students apply. You will be able to review application materials on your contact page. Students must submit a resume and any other documents required in order to apply.

**Other:** If you choose this option, you will enter specific information on how to apply, i.e. website address, physical location, or text.

E-mail  Accumulate Online  Other (enter below)

## How to Apply

If adding a URL, it must be the complete URL and include either "http://" or "https://" for URL Tracking to work. Example: <https://www.symplicity.com/about/careers/>

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

The screenshot shows the 'Job Postings' page in the Student Employment system. The left sidebar contains navigation options: Home, Profile, Jobs, Job Postings, Student Resumes, Job Shadow, Archived Jobs, CF Jobs, Publication Requests, OCR, Events, Surveys, Calendar, and Account. The main content area has a breadcrumb trail 'Home / Jobs' and a title 'Job Postings'. There are three informational notices: 1) A recommendation to include the word 'Remote' in job titles and descriptions for remote positions. 2) An attention notice stating that jobs are reviewed by the Student Employment Office and that full-time opportunities should be posted on the career center website. 3) A please note stating that the office does not host on-campus recruiting. Below these notices are three buttons: 'Submit' (highlighted with a yellow box), 'Save And Finish Later', and 'Cancel'. A legend indicates that an asterisk (\*) denotes a required field. The 'Position Information' section is partially visible, showing a 'Copy Existing' option and a 'Show Archived' button.