

# THE CAREER CENTER

COACHING ♦ RESOURCES ♦ NETWORKING

www.uncp.edu/career ♦ career@uncp.edu ♦ (910) 521-6270

Chavis University Center, Suite 210

# UNC PEMBROKE BRAVE OPPORTUNITIES SUPERVISOR GUIDE FOR ON-CAMPUS EMPLOYMENT

These instructions and a direct link to the system can be found by clicking on the “On-Campus Student Employment” button on The Career Center Web site at: [www.uncp.edu/career](http://www.uncp.edu/career).

1. **New Users – Registration:** If you are not a current user, click on “Click here to Register!” and follow the directions.
  - Enter “University of North Carolina at Pembroke” in “Find Your Organization” and check the box next to the correct entry when it appears in the search results. Click “Continue.”
  - Be sure to enter your specific department as you complete your contact profile and in the job title.
  - Complete all sections. Required fields are marked with an asterisk (\*).
  - Click on the “Register” button.
  - To post a job, follow the steps in “To Create a New Job” below.

**NOTE:** Once you have registered and when you post or make changes to a job, your account and/or your job posting will be in pending status. A Career Center staff member will review both your account and the job. When your registration is activated, you will receive an e-mail notification. If you do not receive your e-mail notification within two business days, please contact our office by phone at (910) 521-6270 or via e-mail at [career@uncp.edu](mailto:career@uncp.edu).

## 2. Existing Users:

- Enter your Username and Password.
- Click on “Login.”

### To Create a New Job

- Click on “My Job” menu and select “New Job.” Enter job information. Fields with an asterisk (\*) are required information. Fill out as much information as possible to make the job posting complete. In the field, “Application Instructions,” enter the procedures for applying for this position.
- Include your department in the job title for reference.
- Select “On-Campus Student Employment” and/or “On-Campus Work Study Employment” in the Position Type section. Students will use these fields to search for positions on campus.
- Under the Posting Information section, there are two fields that you need to review. In “Show Contact Information,” if you select “No,” your contact information will NOT be viewable to students. In “Allow Online Referrals,” if you select “Yes,” students will submit their profiles to you via this system as their applications (i.e., you will view applications on-line through this system). If you wish to require documents as part of the application process, indicate this in the “Application Instructions” section and let The Career Center know.
- Click on “**Save**” to update this information.

### To Reactivate a Past Job

- In order to maintain accurate records, please do not change “Post Date” or “Expiration Date” on a past job to reopen it and accept new applications. This will mix past applications with new applications.
- Instead of changing dates, select “Copy Job” under “Page Functions” on the left menu on the job profile page.

### To Make Changes to Current Jobs

- There are several sections (Position Information, Contact Information and Posting Information) that you are able to update.
- To make changes to any sections, click on the “Edit” link and make your changes. Once completed, click on “**Save**” for each section.

### To View Online Referrals (Student Applications)

- Click on “My Job” menu and select “Job List.”
- View students applying for a position by clicking the highlighted “**R**” in the Activity column. If no students have yet applied for the job, the “**R**” will not be highlighted. You will have the option of sending an e-mail packet of resumes to yourself or viewing the resumes online.
- It is VERY important that positions are inactivated when filled so that students are given an accurate list of available positions. Jobs are automatically inactivated at position closing date. The system will save the data and the position can be reactivated at a later date.