



JOBCONNECT

Tulsa Tech | Career Services Center @ Memorial Complex
3420 S. Memorial | Tulsa, OK | 918.828.5270

jobconnect@tulstatech.edu | www.tulstatech.edu/jobconnect

Employer Guide

Go to www.tulstatech.edu/jobconnect, then click on the “Employer” link.

NEW USERS - REGISTRATION:

- Access link above and select “Click here to Register!”
- Search for your organization. If it’s in our system, select it and create your own individual ‘contact’ account within your company profile.
- If you can’t find it, click on ‘Can’t Find Your Organization.’ Create a new account.
- Complete all sections. Required fields are marked with an asterisk (*).
- Click on the button.
- To post a job follow the steps in ‘To Create a New Job’ below.

NOTE: Your profile and job posting will be in pending status until approved by an administrator. Upon approval, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (918) 828-5270.

EXISTING USERS:

- Access link above and log into system using your Username and Password.
- If you forget your password, select “Forgot Password.”

To Update Your Profile:

- To update Employer Information (your *company* information) click on [Edit] within the ‘Employer’ section. Make changes and click on to complete the changes.
- To update Contact Information (your *individual* information), click on [Edit] within the ‘Contact’ section. Make changes and click on to complete the changes.

To Create a New Job

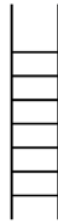
- Put cursor over ‘My Jobs’ and click on ‘New Job’ in the drop-down menu. Enter job information. Fields with an * are required. Fill out as much information as possible to make the job posting complete.
- Notice the ‘Expire Date’ field. This will default to a 60-day expiration date unless you indicate otherwise. If you would like to keep the job posted indefinitely, leave the ‘Expire Date’ field blank. It will remain active until you manually close out the job.
- Click on to update this information.

NOTE: Under the Posting Information section, please notice the “Show Contact Information” field. Select ‘Yes’ to allow your individual contact information to be viewable by potential candidates. Select ‘No’ to keep your individual contact information confidential.

To Make Changes to Current Jobs

- Put your cursor over ‘My Jobs’ and click on ‘Job List’ in the drop-down menu. Select the job you want to edit.
- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any section, click on the section’s [Edit] link and make your changes. Once completed, click on for the applicable section.
- To close a job posting before its expiration date, click on ‘Close Job.’

NOTE: Once you add a job or make changes to a current job, this information will be reviewed by Career Placement Services for approval.



JOBCONNECT

Tulsa Tech | Career Services Center @ Memorial Complex
3420 S. Memorial | Tulsa, OK | 918.828.5270

jobconnect@tulstatech.edu | www.tulstatech.edu/jobconnect

EXISTING USERS (CONT.):

Student Search:

- Put your cursor over 'Student Search' and click on 'Search' in the drop-down menu.
- Choose your criteria and click on .
- Once your search is complete, you may view student profiles and their resumes (if they have one on file). You may also print or download resumes individually, or create a resume packet (to download or print) of all students from your search. Select the appropriate button at the bottom of your student search to do so.

To Register for a Career Event

- Click on the Career Events menu.
- You will see a list of current Career Events (Career Fairs, Recruiting Days, Job Search Seminars, etc.).
- To view details or register, click on the Career Event's name.
- Fill out your profile and select the appropriate fees (if any).

NOTE: Once you register for an event, you will be able to immediately print the invoice (click on the gray Invoice button). Also, you will be emailed by our office to confirm your registration to the event. If you need to make changes to your profile or fees after your registration has been confirmed, please contact our office at 918-828-5270.

To Report a Hire

- Please let us know if you hired one of our students or alumni. This will only take a few minutes and allows us to maintain accurate placement statistics. These statistics allow us to best serve you and our students!
- Click 'Report a Hire' in the menu on the left.
- Search for the student/alumnus you hired and select his/her name. If the student's name is not listed, select the 'click here' link to enter the student's name. Click on .
- Select the appropriate job from your list, then click on .

For any questions, please contact:

Tulsa Tech - Career Placement Services
918-828-5270

jobconnect@tulstatech.edu