

Learn How to Register as a New Employer and Post a Job



Welcome to Fine Arts Works!

- Fine Arts Works replaces Fine Arts Career Services' previous job board, College Central Network.
- Fine Arts Works will allow you to register and post a job - no need to wait for approval to add you position. You can also collect fine arts student and alumni resumes through Fine Arts Works.
- Coming Soon: Arts Internship and Networking Fair registration through Fine Arts Works.

The following slides will help you get started!

Employer Registration – New Users

Click on “Click here to Register!” and follow the directions on that page to begin the registration process.

Employer Login

Welcome to the YOUR UNIVERSITY Career Services System.

- **Registered Users:** Enter your username and password below and click LOGIN.
- **New Users:** If you have NOT registered with this site before, click the *Click Here to Register* link below to create a new account.

Important:

- **Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should disable any popup blocker when using this site.**

For further assistance, please contact our office at (xxx) xxx-xxxx.

Username:

Password:

[Click here to register!](#) ←

[Forgot your password?](#)

Click, “Click here to register!”

Employer Registration – New Users

Type in your organization name to see if your company is already registered. As you type the system will search for your words and show you a list of matching organizations.

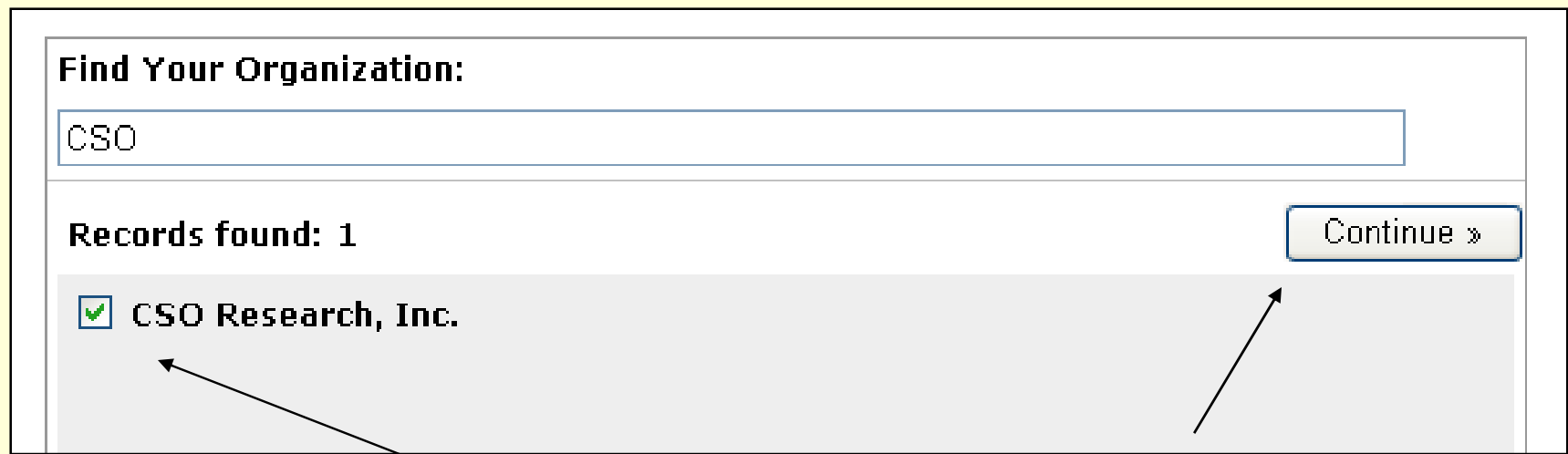
Find Your Organization:

[Can't Find Your Organization?](#)

Enter your organization name in the space above and click "Can't Find Your Organization?"

Employer Registrations – New Users

Once your organization name has appeared, click on the box to the left of the organization name to select it and then select continue.



Find Your Organization:

Records found: 1

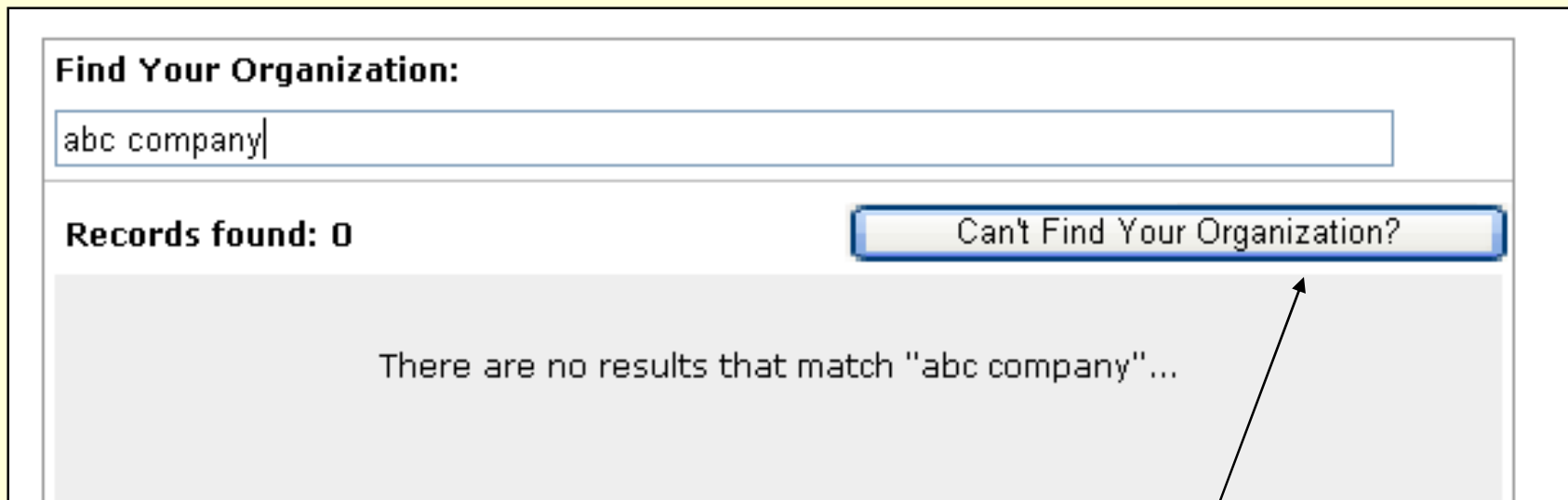
CSO Research, Inc.

Continue »

Check the box and then click Continue.

Employer Registrations – New Users

If your organization name did not appear and no records were found, click “Can’t Find Your Organization”



The screenshot shows a search interface with the following elements:

- Find Your Organization:** A search bar containing the text "abc company".
- Records found: 0**: A label indicating no results were found.
- Can't Find Your Organization?**: A button with a blue border and a light gray background, positioned to the right of the search results.
- There are no results that match "abc company"...**: A message displayed in a light gray box below the search bar.

An arrow points from the text box below to the "Can't Find Your Organization?" button.

**Since there were no results, click
“Can’t Find your Organization”**

Employer Registrations – New Users

Enter the employer information as well as the contact information into the fields. A field marked with an asterisk are required fields.

This is a required field.

Register

Please fill out the information below as completely as possible.

Employer Information

*Organization Name:

Location:

Website:

Employer Category:
Accounting
Advertising/Marketing
Aerospace
Agriculture

Address Line 1:


Address Line 2:

City:

Employer Registrations – New Users

Once you have completed entering all of the information click on “Register” at the top or bottom of the screen.

The form contains the following fields and controls:

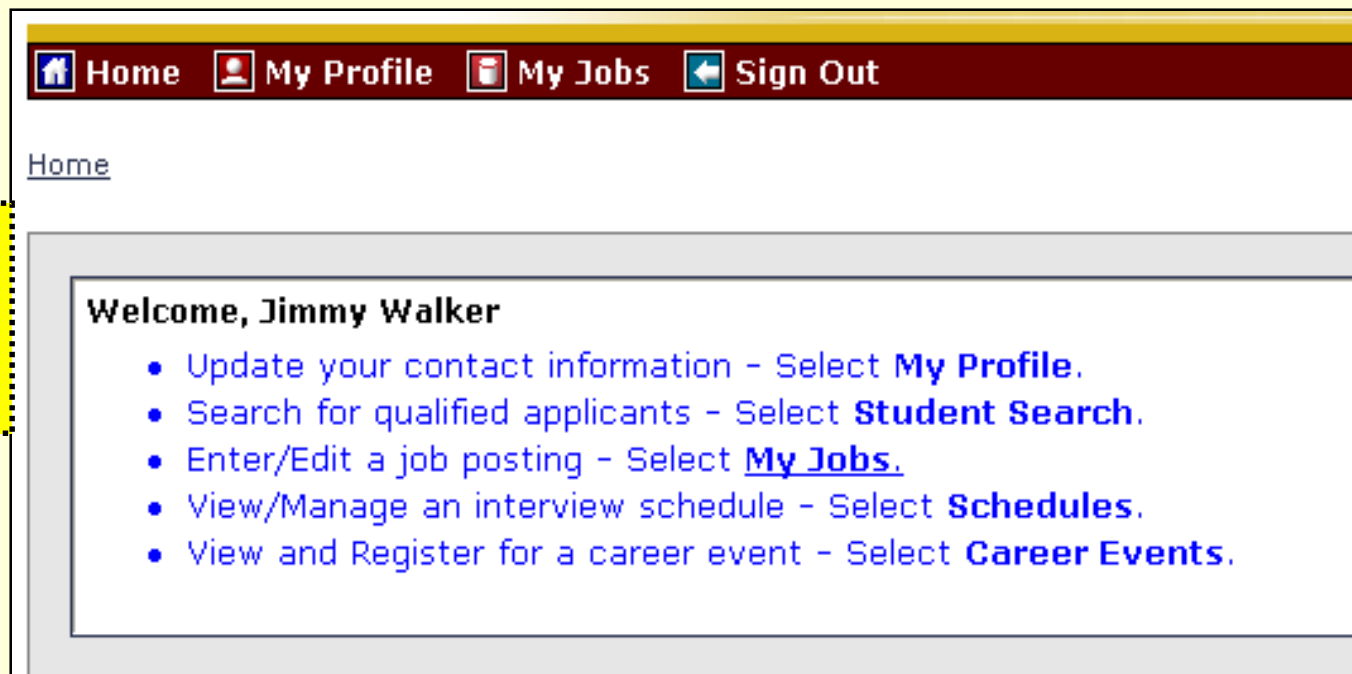
- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip:
- Country:
- Phone:
- Alternate Phone:
- Fax:
- Email:
- Allow Student Viewing in Employer Directory  :

At the bottom right of the form is a **Register** button. An arrow points from the text box on the left to this button.

Click Register to submit your profile for approval.

Employer Registrations – New Users

Once you have clicked “Register” your profile will go into a pending status and will take up to 24 hours for approval. Currently, you have access to your profile information and posting jobs.



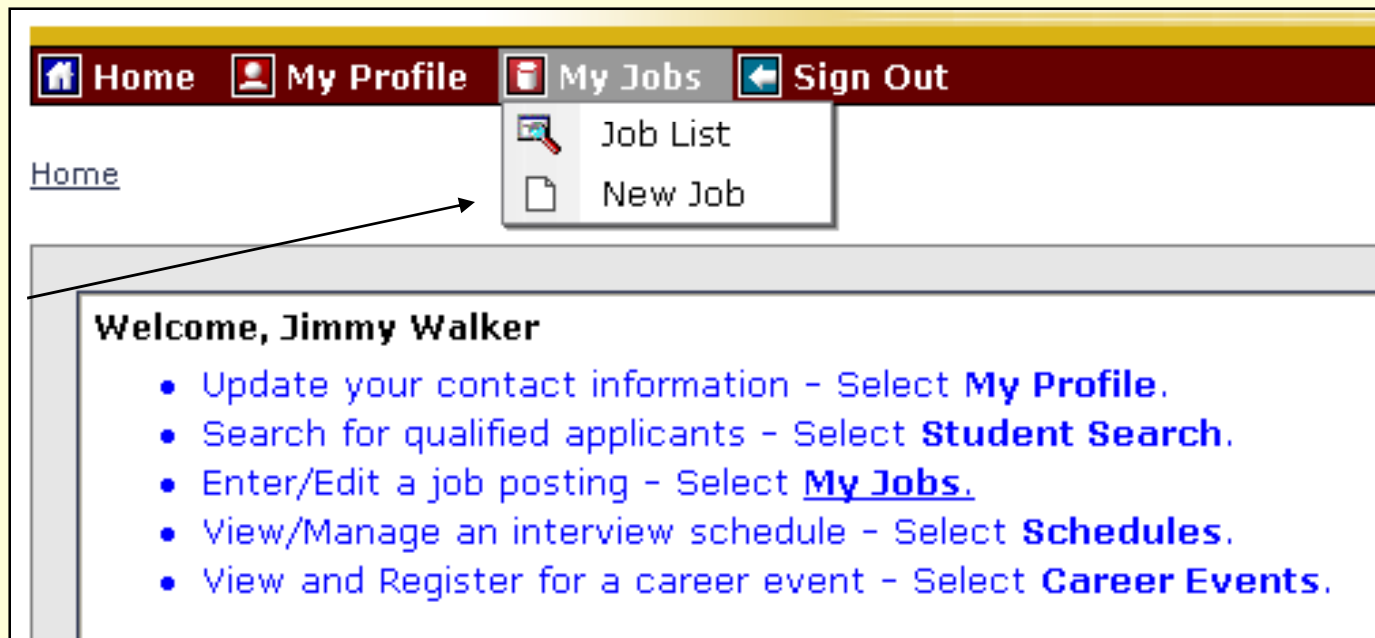
The screenshot shows a web application interface. At the top, there is a dark red navigation bar with four items: a home icon, 'Home', a profile icon, 'My Profile', a document icon, 'My Jobs', and a sign out icon, 'Sign Out'. Below the navigation bar, the word 'Home' is displayed as a link. The main content area is a white box with a grey border. It starts with a greeting: 'Welcome, Jimmy Walker'. Below the greeting is a list of five bullet points, each with a blue dot and a blue link:

- Update your contact information - Select [My Profile](#).
- Search for qualified applicants - Select [Student Search](#).
- Enter/Edit a job posting - Select [My Jobs](#).
- View/Manage an interview schedule - Select [Schedules](#).
- View and Register for a career event - Select [Career Events](#).

Hover over the options on the menu bar to make a selection.

Employer Registrations – New Users

You can post a job before your profile is approved, simply hover over “My Jobs” and select “New Job.”



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar contains four items: 'Home' (with a house icon), 'My Profile' (with a person icon), 'My Jobs' (with a document icon), and 'Sign Out' (with a left arrow icon). The 'My Jobs' item is highlighted, and a dropdown menu is visible below it, containing two options: 'Job List' (with a magnifying glass icon) and 'New Job' (with a document icon). A yellow callout box with a dotted border is positioned to the left of the 'New Job' option, containing the text: 'Hover over My Jobs and select New Job from the menu bar.' An arrow points from the 'New Job' option in the dropdown menu to the callout box.

Home

Welcome, Jimmy Walker

- Update your contact information - Select **My Profile**.
- Search for qualified applicants - Select **Student Search**.
- Enter/Edit a job posting - Select **My Jobs**.
- View/Manage an interview schedule - Select **Schedules**.
- View and Register for a career event - Select **Career Events**.

Hover over My Jobs and select New Job from the menu bar.

Employer Registrations – New Users

To post your job fill in the information into the fields below.
A field marked with an Asterisk is a required field.

Position Information

***Job Title:**

Job Reference Num:

***Organization Name:** ABC Company

No of Openings:

Work Schedule:

Hours per Week:

Wage/Salary:

Employment Start Date:

Employment End Date:

Supervisor:

***Job Description:**

These are
required fields.


Employer Registrations – New Users


Once you have finished filling in the job posting, click “SAVE” at the bottom of the screen.


Click SAVE to submit your job posting for approval.



Screening Options:

- Screen Applicant Types
- Screen Minimum GPA
- Screen Citizenship
- Screen Graduation Range
- Screen Classification
- Screen Degrees
- Screen Majors

***Post Date:** 

Expiration Date: 

Show Contact Info: 

Allow Online Referrals  : 

Employer Registrations – New Users

To view your job, click on “My Jobs” on the menu bar and select “Job List.”

Click here to see your job listings.

Your jobs are listed below.

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, My Profile, My Jobs, and Sign Out. A dropdown menu is open under My Jobs, showing Job List and New Job. Below the navigation bar, there is a link for Jobs and a Report a Hire button. The main content area displays the text "Your account currently contains the following job postings." followed by a list of instructions for managing job listings. At the bottom, there is a table titled "1 Jobs" with columns for Job ID, Job Title, Applicant Type, Status, and Activity. The table contains one row for a job with ID 1286, titled "Marketing Specialist", with a status of "Pending" and activity "P R".

Home My Profile My Jobs Sign Out

Jobs

Report a Hire

Your account currently contains the following job postings.

- **Enter a new job listing** - click **New Job** on the sub-menu bar above.
- **Edit or close your job listing(s)** - click the Job ID of the posting you wish to change.
- **Sort the list of jobs** - click on any column heading.
- **View students applying for a posting** - click the highlighted **R** in the Activity column. If no students have yet applied for the job, the **R** will not be highlighted.
- **Report hiring a student/graduate** - click the **P** in the Activity column. The **P** is highlighted when a student has been hired for the posting.

Job ID	Job Title	Applicant Type	Status	Activity
1286	Marketing Specialist	Full-time/Part-time	Pending	P R

Work within the marketing department creating new advertising campaigns for the Mickey Mouse hat.

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Employer Registrations – New Users

- Once your profile and job(s) have been approved by the administrator you will receive a confirmation e-mail.
- When your job reaches its expiration date, you will receive an e-mail reminding you that your job has expired.
- If you wish to change characteristics of the job log back into the system to make the changes.

For additional assistance,
please contact Fine Arts
Career Services at 232-
7333.

Thank you for
using Fine Arts Works!