AP | Career Services

Registering on Jobs4Govs

- To login into Jobs4Govs, visit www.apsu.edu/careers/jobs4govs and click **Student Employment** Login button.
- If you have not logged on to the Jobs4Govs employer portal before, click on the red "**Sign Up**" button on the right side of the web page and follow the directions. Departments and organizations already registered in the system will appear in a dropdown menu when typing Organization Name. Please call or email Career Services to ensure that an account has not already been set up for your department.
- Complete all sections. Required fields are marked with an asterisk (*). Click on the **Submit** button to complete your registation.
- You will receive an email with further login instructions after you have been approved as a vendor.

Note: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. You will receive an email notification within two business days of the status of your registration. This email will provide a link to set your Jobs4Govs password if you are a first-time user.

Using Jobs4Govs to Post Student Employment Opportunities

Update Employer Profile Tab

- To update the information about your Department that students are able to see on Jobs4Govs, go to **Employer Profile** on the left navigation menu. Click on any of the dropdown menu options to make changes (Who We Are, Logo, etc.). Click on the red **Save** button to complete the changes.
- To change Personal Information, go to **My Account** on left navigation menu. Click on the red **Submit** button to complete the changes.

To Create a New Job

- In the left navigation menu, click **Jobs**. In the dropdown menu, click **Job Postings**. On the subsequent screen, click the red **Post A Job** button in the middle of the page. Enter job information. Fields with an asterisk (*) are required information. Fill out as much information as possible to make the job posting complete.

- When filling out the required information for your job posting, remember the following:

  - For *Position Type*, select **Student Employment.**

  - The **Expiration Date** for the posting should be 5 business days after the Posting Date.

  - For **Resume Submission Method**, select **Accumulate Online**. This method allows you log in to your account to view applicant submissions, as well as Career Services and Human Resources to track the status of applications.

- A résumé is the only automatically required document. In order to receive Cover Letters, Unofficial Transcripts, Writing Samples or Other Documents, you must check these under "Optional Documents." You must also check these boxes under "Required Documents" in order to make them required for all applicants.

- Enter both minimum and preferred Qualifications if applicable. Click red **Submit** button to send pending job for approval. All positions must be approved by Career Services before they are posted.

To Review Applications

- To see all resumes and application materials submitted in response to job postings, go to **Jobs → Student Resumes/ Applications**.
- To review and download resumes, click on the Student Name, then click **View Resume** on the subsequent page.
- To help you keep track of the Hiring Process, you can click the down arrow on the right side of each applicant name. This will give you options to mark the application in one of the following ways: *Sent Email*, *Review* or *Interested*.
- You will receive an automated email from Career Services the day after your position expires. Once you have selected your preferred candidate, please reply to this email with as much information as possible so that the Human Resources can initiate the next steps of the hiring process.