

NextJob Online Job Posting System - How to Use it

Website address: www.clark.edu/nextjob

To create an Employer Account



- Click on the "Employers" icon on the NextJob homepage
- Type in the name of your business in the search field.
- Click on the **Search** button.
- If you are not registered in our NextJob system, create a user name and password and click on the **Continue** button.
- Fill out all of the company information on the "New Employer Registration" page, check the box indicating that you have read our non-discrimination policy, and click on the **Continue** button.
- Fill out all of your contact information on the next "New Employer Registration" page and click on the **Continue** button.
- You will receive approval or denial email within two business days regarding your employer registration.

To Post a Job Announcement

- Sign into the NextJob system with your username and password under the "All Current members log in here" box and click on the **Continue** button.
- From the menu on the left side of the page, click on the **Post a Job/Internship** link.
- Fill out all of the fields on the "Job Posting" page and click on the **PREVIEW THEN POST JOB** button at the bottom of the page.
- Click on the **Post Job** button at the bottom of the screen.

Note: Be sure to include the total hours per week, days of the week and shift needed (including specific hours) in your job description.

To Update Your Job Announcement

- Sign into the NextJob system with your username and password under the "All Current members log in here" box and click on the **Continue** button.
- Click on the **edit** button at the end of the job announcement you want to update.
- Make changes and then scroll to the bottom of the page and click on the "Preview and Save Job Posting" button.
- View job description as job seekers will see it and if satisfied, click on the **Post this Job** button.

*Note: To repost an ad that has expired in the system, simply sign into the NextJob website and click on the **repost** button at the end of the job listing you want to repost.*

To Make a Placement for an Applicant Referred to you through Next Job

- Sign into the NextJob system with your username and password under the "[All Current members log in here](#)" box and click on the **Continue** button.
- Click on the [Placement Tracking Form](#) link at the bottom of the Employer Welcome page.
- Click on the [Job Placements for Employers](#) link.
- Fill out the name of the person you hired, the date they started working for you, their job title, hourly wage, how many hours per week they are working and whether or not you are still interviewing for the position.
- When finished, click on the **submit** button or to add another placement, click on the **Submit and Add another Placement** button.

To create a new contact in your employer account

- Sign into the NextJob system with your username and password under the "[All Current members log in here](#)" box and click on the **Continue** button.
- Click on the [View/Add New Contact](#) link.
- Click on the [Add New Contact](#) link.
- Fill out the username, and confirm the password of the new employer contact and click on the **Continue** button.
- Enter the name and contact information of the new contact and click on the **Continue** button. (*Fields with *red font are required fields*)

To request to reserve a date to recruit applicants on the Clark College campus

- Sign into the NextJob system with your username and password under the "[All Current members log in here](#)" box and click on the **Continue** button.
- Click on the [Employer Visit Request Form](#) link.
- Fill out all of the fields on the form and click on the **Submit** button at the bottom of the page.
- A staff member will contact you within 24 hours in regards to your request to recruit employees on campus.

Note: There are no fees for employers to recruit on the Clark College campus for applicants for paid jobs and internship opportunities.