

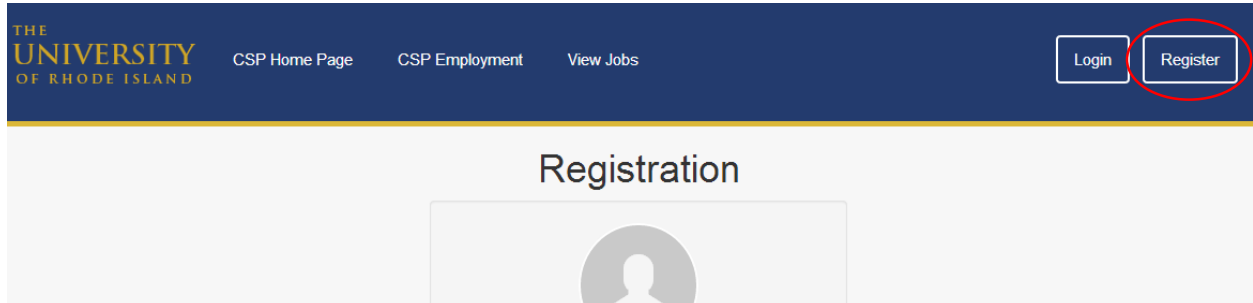
Employer's Guide

CSP Employment

Registration

1. To begin using the CSP Employment website you must first register an account.

This can be done by clicking on **“Register”** in the top right corner of any web page. When filling out the form be sure to choose **“Employer”**.



2. After completing the form **you must activate your account** by clicking the link sent to the registered email address.

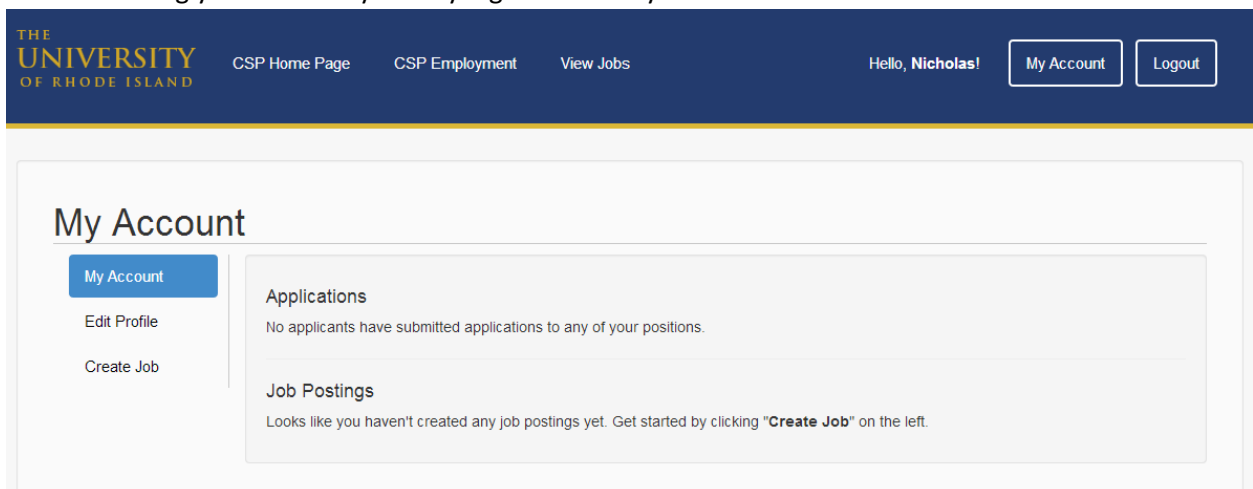
CSP Employment Account Activation

Hello, Nicholas!

To activate your CSP Employment account please click the following link.

<http://cspemployment.apps.uri.edu/auth/activate/8e861cdce325c543efd2ef37d6e0cdb957a71d3cff71d8fa92c3265c3e356ab1c10c7e3c22118201>

3. After activating your account you may login and view your account dashboard.



The Dashboard is broken up into the following three sections:

- **My Account:** Shows a brief overview of all information you have entered including your job postings and applications that have been submitted to you.
- **Edit Profile:** Allows you to edit your personal information.
- **Create Job:** This is where you can add new job postings to the website.

Creating a Job

Start by clicking “**Create Job**” in the left-hand navigation pane.

You will then be greeted by a form where you may enter information about your position.

The screenshot shows the 'Create Job' form in the University of Rhode Island dashboard. The top navigation bar includes the university logo, 'CSP Home Page', 'CSP Employment', 'View Jobs', and a user greeting 'Hello, Nicholas!' with 'My Account' and 'Logout' buttons. The main content area is titled 'Create Job' and features a left-hand navigation pane with 'My Account', 'Edit Profile', and 'Create Job' (highlighted in blue). The form fields include: 'Title*' (text input), 'Department*' (text input), 'Location*' (radio buttons for 'On-Campus' and 'Off-Campus'), 'Estimated Start Date*' (text input), 'Description*' (rich text editor with a toolbar), and 'Benefits' (checkbox for 'Tuition' with a 'Tuition Amount' text input below it).

Fields labeled with a * are required while the others are optional.

When selecting the benefits you provide to your employees you may provide additional information in the textboxes below each checked checkbox.

Once a job has been created it will appear in your dashboard and be publically available for applicants to view.

My Account

[My Account](#)

[Edit Profile](#)

[Create Job](#)

Applications

Job Postings

View	Title	Department	Modified	Created	Actions
View	Graduate Assistant	Enrollment Services	2013-12-30 08:53:34	2013-12-30 08:53:34	Edit Delete

You may view the job posting directly by clicking **“View”** or see it amongst other job postings by clicking **“view Jobs”**.

Receiving Applications

Once an applicant submits an application you will receive an email with all of their information including an attached Resume and Cover Letter. You may also keep track of applicants in your dashboard.