



# Employer Account Instructions

Powered by LaunchPath

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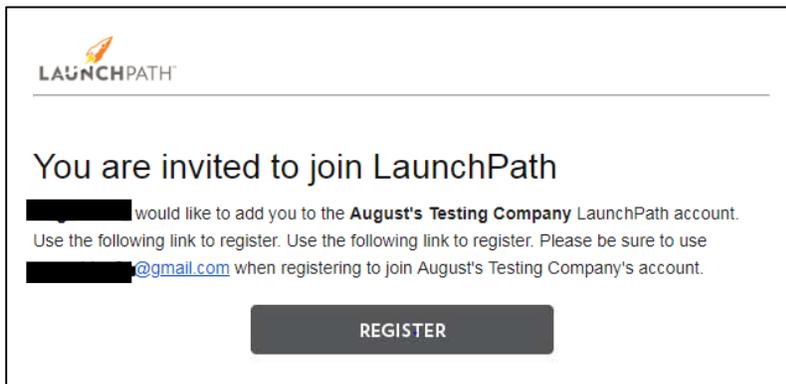
## Support

Worksystems employs a Business Engagement Specialist to assist with Connect2Careers outreach, organization approvals and job posting assistance and optimization. For questions, please contact:

August Dao  
[adao@worksystems.org](mailto:adao@worksystems.org)

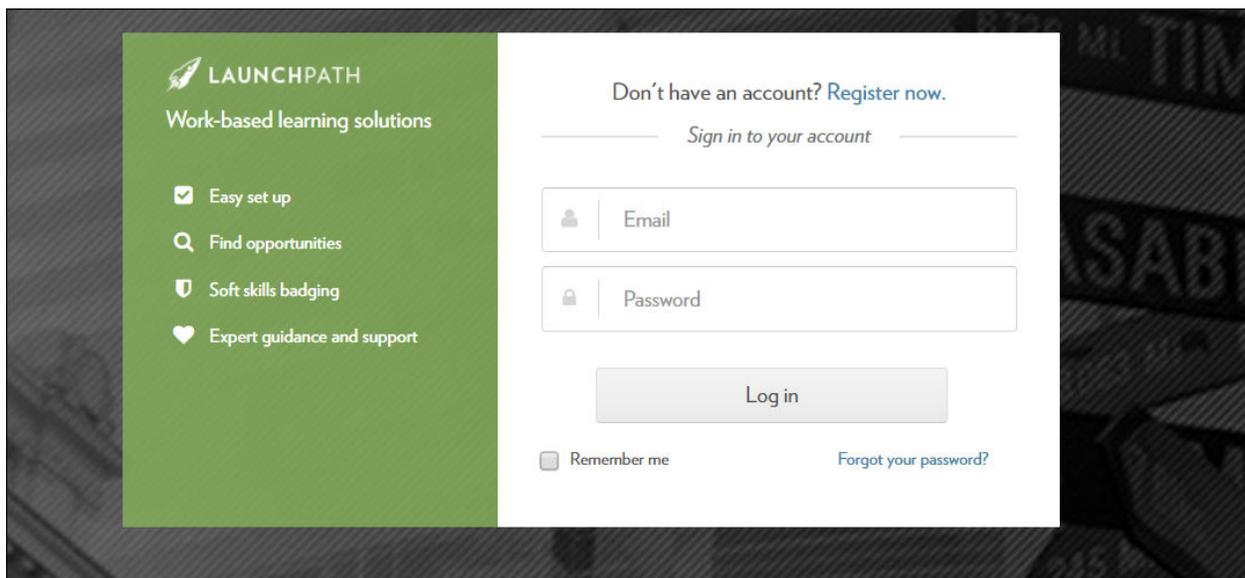
## Account Invitation

Following your submission to Get Involved (<http://www.c2cpdx.org/Employers.aspx>) with Connect2Careers, you will be informed whether your organization is approved. If approved, you will receive an email link inviting you to join **LaunchPath**, the job seeker and employer matching tool used by Connect2Careers. Please follow the link and take a moment to create a password and register your employer information.



## Login Page

Once registered, you should go to <https://portland.launchpath.com/Account/Login> for all future sessions. **NOTE:** The username is associated with the email address used to register the account.



## Organization Profile

The organization's profile is important for future position matching. Please take time to include all important elements:

- a) **Address:** This will be the primary worksite location. If there are multiple company locations, please list the local one for primary operations/administration. Individual postings can be listed with alternative locations.
- b) **Employer website:** The website URL needs to include <http://> or <https://> at the beginning and exclude any forward slashes (//) at the end.  
Correct: <http://www.microsoft.com>  
Incorrect: <http://www.microsoft.com/>
- c) **Description\*:** Please stay within 1000 characters.
- d) **Employer ID:** Leave blank.
- e) **Intermediary partner and partner user:** This should read

*Worksystems – C2C Intermediary Partner*  
[adao@worksystems.org](mailto:adao@worksystems.org)

**\*404 Page Errors:** This error is usually related to the organization **Description** field. Reduce the number of characters in your employer description to be 10-20 below the 1000 character limit.

## Manage Your Organization's Team Members

Allow more than one individual within an organization to manage postings and review applications under the same organizational account.

### Adding Team Members

From the left-hand menu, select **My Team**. Click the green **Invite New User** button. Enter the email address of additional users you would like to invite to your account. A registration link will be immediately sent.

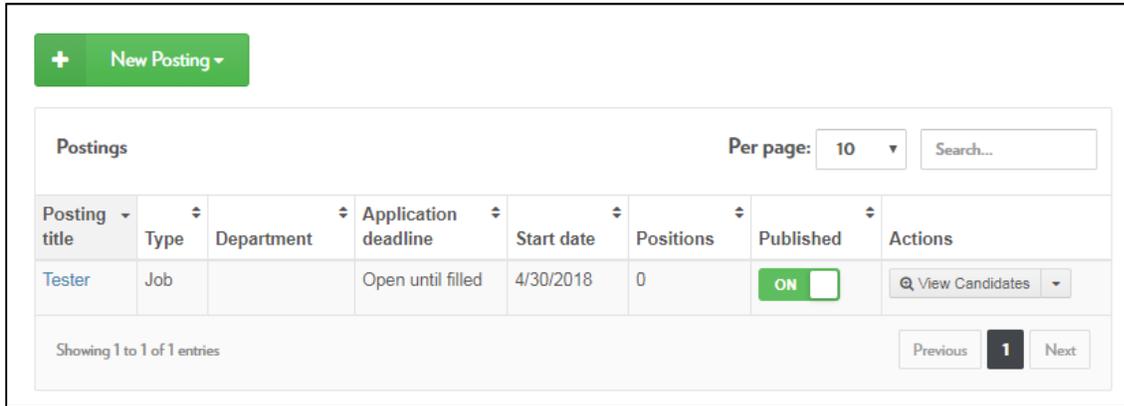
### Cancelling a Registration Invitation

From the **Invited Users** tab, select from the action dropdown menu **Cancel Invitation** next to an individual's email address.

## Manage Job Postings

### New Job Posting

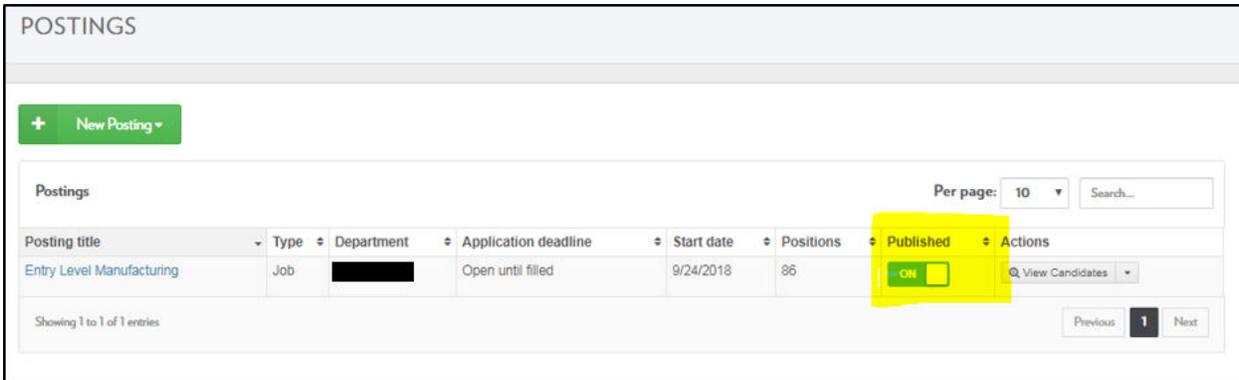
To post a new position, navigate to **Jobs and Internships** -> **Postings** from the left-hand menu. Click on **New Posting**.



The screenshot shows a green button labeled '+ New Posting' at the top left. Below it is a table titled 'Postings' with a search bar and a 'Per page: 10' dropdown. The table has the following columns: Posting title, Type, Department, Application deadline, Start date, Positions, Published, and Actions. One entry is visible: 'Tester' (Job), 'Open until filled', '4/30/2018', '0', and 'ON' (with a green toggle switch). The 'Actions' column contains a 'View Candidates' button. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

### Publish/Unpublish Job Posting

Position posts that are already published or are not yet ready to publish can be hidden from candidates. From the top table on the **Postings** page, the **toggle** in the **Published** column indicates whether a posting is published (on) or unpublished (off). Click the toggle to change the current status of the posted position.



The screenshot shows the 'POSTINGS' page with a '+ New Posting' button. The table below has columns: Posting title, Type, Department, Application deadline, Start date, Positions, Published, and Actions. One entry is visible: 'Entry Level Manufacturing' (Job), 'Open until filled', '9/24/2018', '86', and 'ON' (with a green toggle switch highlighted in yellow). The 'Actions' column contains a 'View Candidates' button. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

### Checklist for a Successful Posting

- **Title:** Does the job title accurately convey assigned duties?
- **Description:** What are the required skills? What can a candidate hope to gain from his or her experience?
- **Schedule Options:** Consider offering a flexible work schedule or multiple shift options to attract more candidates.
- **Hourly Rate:** Is the paygrade competitive or representative of the work?

- **Limiting your Post:** This section allows you to limit your posting to only be seen by students in specific schools, districts, or industry sectors. We encourage you to avoid limiting the posting, so it will be seen by the largest number of qualified candidates.
- **Work Site Information:** Please specify where the position is located and the name of the supervisor who will be overseeing this individual.
- **Daily Activities:** Selecting the types of activities the candidate will engage in and whether they need any previous experience will help inform match scores.
- **General Requirements:** Do you have “deal breakers”? Students who do not match with the items selected will not be displayed. Do not check these items unless they are absolutely necessary or it will heavily narrow your applicant pool.
- **Work Style & Learning Opportunities:** These are additional sections that help refine match scores based on particular student qualities and interests.

## Matched Candidates & Applicants

The intent of the system is to match and rank job seekers to job postings based on education levels and skills. Of those job seekers matched to an employer’s job posting, employers must review and offer an interview or make a job offer for the match to be finalized.

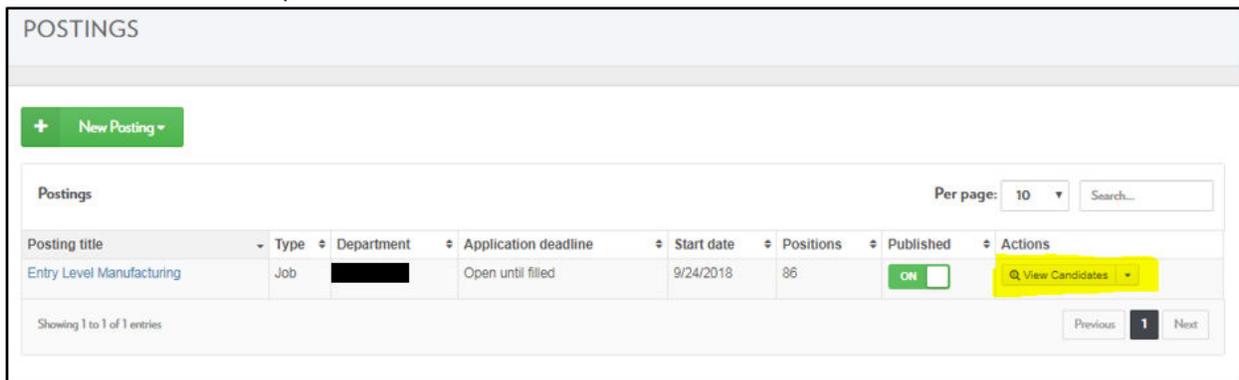
Overall, there are two types of matched job seeker cohorts that employers can view in the system:

1. **Matched Candidates** that simply matched to the job posting based on the system’s automated matching procedures.
2. **Applicants** which are matched candidates that have ALSO made a decision to apply to that posted position from their job seeker profile when matched.

### Matched Candidate Lists

This function allows employers to see whether candidates are matching to positions as posted. If there are no candidates, then employers can work with the Business Specialist to try to optimize the job posting for larger candidate pools.

Select **Postings** from the **Jobs and Internships** left-hand menu and select **View Candidates** in the **Actions** column dropdown.



The screenshot shows a web interface titled "POSTINGS". At the top left, there is a green button with a plus sign and the text "New Posting". Below this is a table with the following columns: "Posting title", "Type", "Department", "Application deadline", "Start date", "Positions", "Published", and "Actions". The first row of data shows "Entry Level Manufacturing" as the posting title, "Job" as the type, a redacted department name, "Open until filled" as the application deadline, "9/24/2018" as the start date, "86" as the number of positions, and a green "ON" button in the "Published" column. The "Actions" column for this row contains a dropdown menu with "View Candidates" selected and highlighted in yellow. At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and has "Previous" and "Next" navigation buttons.

Results will be listed including each candidate's match ranking and icons are displayed next to a job seekers name to assist employers in the management of these lists.

Candidates below are eligible for the Entry Level Manufacturing position.

Student search radius (miles)  
Any

Per page: 10 Search...

Match %	Name	School	Program	Industry Sector	Major	Education Level	Actions
90	[REDACTED]	None Apply	HSD IRCO (NextGen)	Engineering and Design		0	Select
90	[REDACTED]	Other High School		Engineering and Design		12	Select
87	[REDACTED]	None Apply	Impact Northwest	Engineering and Design		12	Select
87	[REDACTED]	None Apply	STRYVE	Engineering and Design		0	Select
87	[REDACTED]	None Apply		Engineering and Design		10	Select
87	[REDACTED]	None Apply	Rosemary Anderson HS (RAHS/POIC)	Manufacturing and Product Development		12	Select
87	[REDACTED]	None Apply		Manufacturing and Product Development		High School Graduate	Select
87	[REDACTED]	None Apply		Engineering and Design		High School Graduate	Select
87	[REDACTED]	None Apply		Manufacturing and Product Development		High School Graduate	Select
87	[REDACTED]		Portland Youth Builders (PYB)	Engineering and Design		12	Select

Showing 1 to 10 of 766 entries

Previous 1 2 3 4 5 ... 77 Next

## Applicant Lists

Employers need a way to view all applicants. If a single employer has more than one active job posting, the Applicant Lists will include all applicants for all job postings. Click **Applicants** from the **Jobs and Internships** left-hand menu. A number label next to this menu item indicates there are that many new applicants to review. This menu option reflects two tabs:

1. **Applicants:** new matched candidates that have applied to any of the organization's postings

Applicants		Historical Applicants			
New Applicants					
Match %	Name	Posting title	Duration	Application date	Actions
48	[REDACTED]	Entry Level Manufacturing	9/24/2018	10/3/2018 3:34:36 PM	Select
Showing 1 to 1 of 1 entries					

2. **Historical Applicants:** all matched candidates that have applied to any of the organization's postings

Applicants **Historical Applicants**

Historical Applicants

Match %	Name	Posting title	Duration	Application date	Actions
0	[REDACTED]	Entry Level Manufacturing	9/24/2018	5/27/2018 5:13:24 PM	Select
0	[REDACTED]	Entry Level Manufacturing	9/24/2018	6/7/2018 12:00:15 PM	Select
0	[REDACTED]	Entry Level Manufacturing	9/24/2018	6/8/2018 11:22:20 AM	Select
0	[REDACTED]	Entry Level Manufacturing	9/24/2018	6/17/2018 11:23:31 AM	Select
0	[REDACTED]	Entry Level Manufacturing	9/24/2018	6/18/2018 12:45:25 PM	Select

**IMPORTANT NOTE:** Once an applicant is viewed by an employer, that applicant will move to the **Historical Applicants** tab.

### Review Job Seeker Profile

From either the **Matched Candidate list** or the **Applicants list**, employers can see an overview for all job seekers in table format. If employers would like to view each job seeker's profile, they can do this by clicking the **Name** of that individual.

### Offer an Interview or Make a Job Offer

Whether the candidate is simply a matched candidate or a job seeker that has also applied for the position, employers can offer an interview or make a job offer from within the system. There are two ways take either of these actions:

1. Offer an interview in the **Actions** column of the Matched Candidate list or Applicant list by selecting **Interview** or **Offer**.
2. Click **Name** of the Matched Candidate list or Applicant list to view the applicant's profile page, then select **Interview** or **Offer** at the bottom of the page.

## Current Placements

To view all current placements for the organization, go to the **Jobs and Internships** menu, select **Current Placements**.

From this screen, organizations can click the individual's **Name** to review their profile or click the **Posting Title** to review or make edits to the posted position. Additionally, organizations can take the following **Actions** from this page:

1. **Terminate Placement** if the person no longer works in the listed position.
2. **Update Dates** if the start or end dates are inaccurate

CURRENT PLACEMENTS

Students currently employed with your organization.

Title	Type	Name	Start date	End date	Actions
Chicas Summer Camp Intern	Internship	[REDACTED]	6/18/2018	8/24/2018	Select
Chicas Summer Camp Intern	Internship	[REDACTED]	6/18/2018	8/24/2018	Select
Chicas Summer Camp Intern	Internship	[REDACTED]	6/18/2018	8/24/2018	Select
Chicas Summer Camp Intern	Internship	[REDACTED]	6/18/2018	8/24/2018	Select

Showing 1 to 4 of 4 entries