# Employer Account Instructions

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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:

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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](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*

*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.

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.

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

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

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