

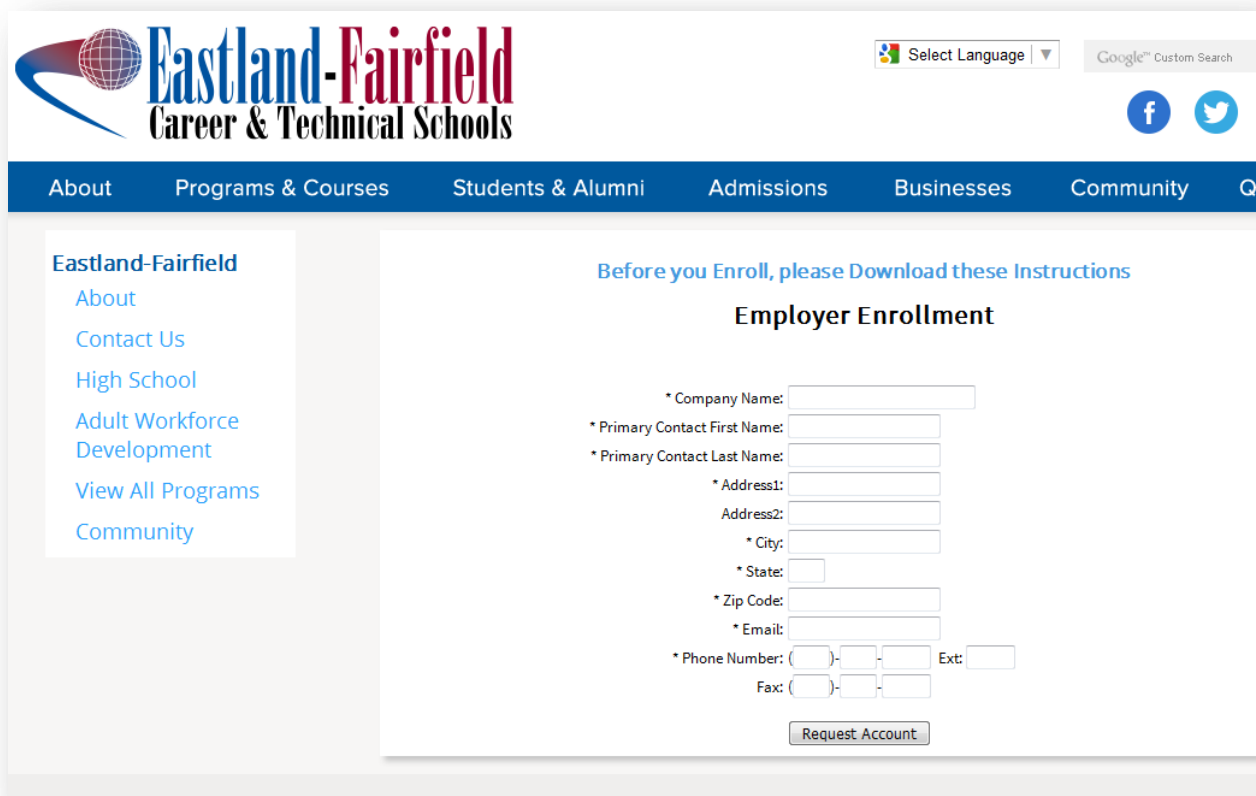
Eastland-Fairfield CTC Job Placement – Instruction for Employers

This quick guide will show you how to **Request** an account from Eastland Fairfield CTS to add and manage **Job Postings** in the Content Management System (**CMS**). There are sections of the CMS that pertain specifically to the EFCTS. These sections cannot be hidden, however, this guide will show you what button(s) you need to click in order to accomplish your goal of adding job opportunities.

Step 1 – Employer Enrollment

First, you will request an account on the page below:

<http://eastland.esvbeta.com/protected/employerenrollment.aspx>



The screenshot shows the website header with the logo for Eastland-Fairfield Career & Technical Schools. The navigation menu includes: About, Programs & Courses, Students & Alumni, Admissions, Businesses, and Community. A sidebar on the left lists: About, Contact Us, High School, Adult Workforce Development, View All Programs, and Community. The main content area is titled "Before you Enroll, please Download these Instructions" and "Employer Enrollment". The form contains the following fields:

- * Company Name:
- * Primary Contact First Name:
- * Primary Contact Last Name:
- * Address1:
- Address2:
- * City:
- * State:
- * Zip Code:
- * Email:
- * Phone Number: () - - Ext:
- Fax: () - -

A "Request Account" button is located at the bottom of the form.

You will fill out ALL fields on this page and wait for your account to be **Approved**. You will receive an email notification after the approval process is complete with a link to login to the CMS.

This completes step 1

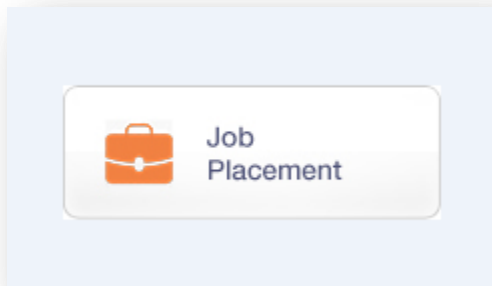
Step 2 – Login to the CMS

After you receive an email that your account has been approved please login the CMS.

Login Page: <https://esvadmin5.eschoolview.com/>

After you login in the CMS, please click the Alumni button to get started.

Please NOTE: You will not be able to go into the Site Sections of EFCTS.



This completes Step 2

Step 3 – Create Job Posting

You will click the **+ Add Job Postings** button to add your first Job Posting



After you click this button, you will be taken to the page below to fill out the Job Posting details.

Continue to next screenshot

Add Job Posting details screenshot below:

Date: 12/12/2012

Deadline:

Job Title:

Category:

Company Name: ESV Company LLC

Job Type: Part Time
 Full Time

Hourly Wage Minimum: * Required

Hourly Wage Maximum: * Required

Job Description:

Instructions on How to Apply:
(e.g. by Email or Phone)




Job Requirements:

Workplace Location
(Street Address, City, State, Zip):

Contact Phone Number for this Job: () - () - () Ext: * Phone Number Required

Contact Fax (optional): () - () - ()

Status: Active
Active = searchable
 Inactive
Inactive = not searchable

 Save & New  Save & Duplicate  Cancel

Type in the appropriate information and make your Job Active.

- **Save & New** will save your one Job Posting
- **Save & Duplicate** will keep the information entered for similar Job Posting.
- **Cancel** will go back to the Start Page

After you click either **Save** button, you have two links.



The screenshot shows a web interface for the Job Placement Center. At the top, a blue header bar contains the text "Job Placement Center - Manage Job Postings". Below the header is the logo for Eastland-Fairfield Career & Technical Schools, which includes a stylized globe icon and the school's name in blue and red text. The main content area has a white background with red text that reads: "You have successfully saved your job posting. If you are done adding Jobs, please Log Out above or click one of the links below." Below this message are two blue links: "Go back to Start Page" and "See saved Job on the Public Facing site".


1. You can go back to the Start Page or
2. See your Job on WCCC's website.

NOTE: if you click **Save & Duplicate**, you will be able to Modify the existing fields to save similar job posting.

This completes Step 3

Step 4 – Managing Job Postings

On the screen below you will see your existing Job Postings below the Search Results. You can search for specific ones or ADD another one with the button at the top.

To ADD a New Job Posting, click the Add button  Add

Search Active Jobs


Job Title:

Category:

Job Type: All
 Full Time
 Part Time

Hourly Wage Minimum:

Hourly Wage Maximum:

 Search

Search Results

Art Director 2 james.jones	Edit Delete Status: Active
Crosswalk Guard Helper james.jones	Edit Delete Status: Active
Vet assistant 2 james.jones	Edit Delete Status: Active
Plant Recreational james.jones	Edit Delete Status: Active
Elec Assent 2 james.jones	Edit Delete Status: Active
Landscape Designer james.jones	Edit Delete Status: Active

This page is where you can Manage your existing Job Postings.

This completes Step 4

Public Site page to Search Job Postings

<http://eastland.esvbeta.com/protected/jobpostingsearch.aspx>

Things to know

1. You cannot login to the system until your account is approved by EFCTS
2. After your job posting is Active and Saved, it will **be searchable on the Public facing site**
3. You can Inactivate job postings at any time by Managing that Job Posting
4. If you have any questions, please contact Kelly Fuller at EFCTS.

Kfuller@efcts.us