HatterJobs Posting Instructions for Supervisors

First, you will need to **create an Employer HatterJobs account** in order to post positions.

1. Go to Career & Professional Development's website: www.stetson.edu/portal/career/
2. Scroll down to the HatterJobs section and click the green "Employers" button
3. Click the "Sign Up" button
4. Enter in the Employer Information for your Department
   a. **Organization Name:** Enter your Department's Name
   b. **Description:** Enter a brief description about your Department
   c. **Industry:** Select "Other" at the bottom of the list
   d. **Type of Organization:** Select "Educational Institution"
   e. **Number of Employees:** Select "501-1000 employees"
   f. **Website:** Enter in a link to your Department's website
   g. **Company Logo:** Use your Department's logo if you have one. If not, you can use this Student Employment logo.
   h. Answer the remaining Required fields:
      i. **Full Name**
      ii. **Email** – Should be a Stetson email address. It should be the Department email address if one exists.
      iii. **Phone** – This should be the Department phone number if one exists.
5. Once you submit this form, the Employer Registration requires approval, which you should receive in 1-3 business days.
6. After it is approved, you will receive an email with instructions on how to create a password to log in, so you can begin posting jobs.

How to Post a Job in HatterJobs:
1. Log in to your Employer account
2. Scroll down and select "Create Job Posting" under the *Jobs & Internships* section

3. **Position Information**
   a. **Position Type**: Select **On-Campus Student Employment**
   b. **Restrict Applications/Activate Screening**: ALWAYS select "No"
   c. Enter **Job Title**
   d. Enter **Job Description**: Use Bullets and bold/italics as necessary (make it look nice and include: Job Description, Responsibilities, and Qualifications)
   e. **Location**: DeLand, FL
   f. **Posting Date**: Today's Date
   g. **Expiration Date**: The default expiration date is 120 days, but you can adjust as necessary
   h. **Attachment(s):** You MUST attach the position's Job Description
4. **Compensation**
   a. Leave the "From," "To," and "Frequency" boxes blank
   b. **Salary or Hourly Rate**: Enter the hourly rate in the format "$XX.00/hr". Please note, all On-Campus Student Employment positions have a minimum wage of $12.00/hr.

5. **Application Instructions**
    a. **Resume Submission Method –** Always select "Other (enter below)"
    b. **How to Apply –** Enter the appropriate instructions on how students should apply, such as a link to complete a Microsoft Form or an email to send resume/cover letter.
    c. **Automatic Application Packet Generation:** Always select "No"
    d. **Optional Documents:** Leave Blank
    e. **Resume:** Leave Blank
    f. **Requested Document Notes:** Leave Blank
    g. **Display Contact Information to Students**: Always check this box
    h. **Contact Information**: Add the appropriate contact information
6. **Qualifications**
    a. **GPA:** Leave Blank
    b. **Graduation Date:**
        i. For the Range Start date, you can enter the start date of the current semester.
        ii. For the Range End date, you can enter the graduation date 4 years from now.
    c. **Work Authorization:** ALWAYS select "Authorized to work in the U.S."
    d. **Class Level:** Select All but "Alumnus"
    e. **Desired Skills:** You can leave this blank or enter them if you would like.
    f. **Desired Major(s):** Click the "Add…" button and select "All Majors." You can add more if you would like.
    g. **Degree Level:** Do not select any
    h. *We want to enable all students to be able to find the position to apply. If you limit by major, class, degree, etc., students might not be able to find roles that pique their interest even if their majors do not align.*
7. **Policy Affirmation:** Check the box
8. Click "Submit"
    a. Your position has now been sent for approval to be posted by the Student Employment Office, which is reviewing these daily. There is nothing else that needs to be completed on your end. You will receive an email once your position has been approved and posted.