

**This guide will help you navigate our online job system, JobMate. Through JobMate you will be able to:** Keep your employer profile updated, view and post jobs, participate in the on-campus recruiting program, and register for job fairs and special events.

### STEPS TO REGISTER

- Step 1:** Go to our homepage:  
[www.sc.edu/career](http://www.sc.edu/career)
- Step 2:** Click on the “**Employer**” tab under the JobMate icon (on the right side of the page).
- Step 3a:** If you are a registered user, enter your username and password, then click “**Login.**”
- Step 3b:** If you have never registered, click the “**Click here to register for JobMate**” link under the login box. Search to see if your organization already has an account. If so, select it before continuing. Fill out your contact profile and click “**Register**”. You will receive an email after your registration has been approved. This typically occurs within 48 hours. You will only be able to post jobs after your profile has been approved.

### HOME PAGE TOOLS

- After logging in, you will be on the home page. In the *center* of the page, you will find three useful tools:
- 1. Announcements** - Important announcements about the USC Career Center services, our students/alumni, and upcoming events.
  - 2. Task List** - A listing of any event registration that you have not completed and/or all new resume referrals/submissions to your organization. You will also be notified via email when a candidate applies for one of your job postings, if you opt for this feature.
  - 3. Upcoming Events** - A listing of career events that are occurring

### TABLE OF CONTENTS

- PAGE 1:** Steps to Register  
Home page tools
- PAGE 2:** How to:
- set up a profile
  - review students/ alumni & resumes
  - set up an on-campus interview schedule
  - print resume packets
- PAGE 3:** How to print resume packets cont'd  
On-campus Interview Timeline  
Posting a Job  
Job Posting FAQ's
- PAGE 4:** Job Posting FAQ's cont'd  
Registering for Job Fairs  
Staff Contact Information
- NOTE:** If you forget your password, you can click the “Forgot your password?” link to have it reset and emailed to you. This link is on the login page.

on campus, i.e. information sessions and career fairs.

On the *left side* of the page, you will find several other important tools:

- 1. Calendar** - Here you will see jobs that are expiring for your organization, upcoming interviews/information sessions for your organization, and upcoming job fairs.
- 2. Resource Library** - Here you will find Career Fair, Interviewing and JobMate resources, as well as a copy of this user guide should you misplace it.



## MENU BAR ITEMS

### SETTING UP A PROFILE

#### My Profile

Choose this menu option to update your contact information (phone number, preferred email address, etc.) or password. Please hover over the blue question marks for details on select fields.

**NOTE:** Under the Employer profile, you can opt into the Employer Directory. You can choose to have just your organization name or your organization name and your personal contact information displayed. Information in the Employer Directory will be available to students/alumni.

### REVIEWING CANDIDATE RESUMES

#### Candidate / Resume Search

Choose this menu option to search for students/alumni by name, major, graduation, date, expected degree, type of position(s) they are seeking, etc.

#### Resume Books

Choose this menu option to browse resume books organized by specific groups (ie: IMBA Class of 2010, MHR Class of 2011). Once you have opened a book, you will be able to view each candidate's profile and resume.

### ON-CAMPUS INTERVIEWS (OCI)

#### My On-Campus Interview Schedules

Choose this menu option to view/edit your on-campus interview schedules.

To request a new On-Campus Interview Schedule there is a three-step process:

##### Step 1:

- 1) Select My On-Campus Interview Schedules > New Job/Interview Schedule Request.
- 2) Complete the Interview Schedule Information and Details

##### Step 2:

- 1) Choose an existing job that you would like to link to your interview schedule. If there is not one, click to **Add New Job**.
- 2) Complete position information and save.

##### Step 3:

- 1) This takes you to the Submit Request step.
- 2) Review your schedule request for accuracy. Choose Submit Request to complete your schedule request.

### TYPES OF INTERVIEW SCHEDULES

**Open OCI Schedule** - This schedule does not require prescreening. The schedule is requested and posted in JobMate and any qualified student/alumni can automatically sign up for an interview timeslot.

**Preselect-Structured OCI Schedule** - The employer pre-screens applicants who have requested an interview by the expiration date. *After* the expiration date employers review candidates and choose Accepted, Alternate, and/or Not Accepted candidates. Only Accepted and Alternate candidates will be able to sign up for an interview. *After the employer's pre-select deadline* accepted students/alumni then sign up for interview time slots. *Pre-determined dates are set for each stage of this process* which can occur over a few weeks.

**\*\*Preselect-Rolling OCI Schedule** - All of the steps of the Preselect-Structured OCI schedule above will occur but the timeframe will not be as structured. Candidates request an interview by the expiration date. *From the time the position is posted, up to the expiration date* employers may review candidates and accept students/alumni *on a rolling basis*. Students/alumni may sign up for interview time slots *on a rolling basis*. This is typically done when the employer would like to wait as long as possible to accept candidates.

### HOW TO PRINT RESUME PACKETS

#### Preselect Resume Packet

You can print the list of candidates (and their resumes) who have requested an interview on your schedule. To do so, follow these steps:

1. Go to your Schedules List (by clicking on the "My On-Campus Interview Schedules" menu Option) and then click on the desired Schedule. You can do this by clicking on the Schedule ID or Job Title.
2. On the upper left side of the page, click "Manage Preselects."
3. At the top of the list of candidates, click the empty white box to the left of the words "First Name" and then, at the bottom of the page, click "Create Packet." Make sure to allow pop-ups in order to complete this process.

**NOTE:** This is also where you will make your selections as to whether a candidate is Accepted, Alternate, or Not Accepted for your Preselect Schedule. You will be emailed a reminder the day before you are able to make your selections. (*section cont'd on page 3*)

## HOW TO PRINT RESUME PACKETS

### Interview Packet

You can print the list of all candidates (and their resumes) who are signed up for your interview schedule. To do so, follow these steps:

1. Go to your Schedules List (by clicking on the “My On-Campus Interview Schedules” menu option) and then click on the desired Schedule. You can do this by clicking on the Schedule ID or Job Title.
2. Scroll to the middle of the page and you will find the “Sessions” section. Click on the desired interview date. If you are using multiple interview rooms, your date might be listed more than once.
3. Click “Create Packet” to view and print all resumes. Make sure to allow pop-ups in order to complete this process.

## ON-CAMPUS INTERVIEW TIMELINE

Please note the candidate interview timeline. Candidates are notified when employers make their pre-selections.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Candidates are notified of their status	Accepted candidates can begin to sign-up	Alternate candidates can begin to sign-up					Interview date

## POSTING A JOB

### My Job Postings

Choose this menu option to create/edit all jobs.

### How do I create a new job?

Choose My Job Postings > New Job Request to create a new job posting.

### How do I edit an existing job?

Click My Job Postings > My Job List to view all job postings you have created. Click on the Job ID or Job Title to view your job’s details. If you edit a job, it will be reviewed by our office before it is reposted to candidates again.

## POSTING A JOB cont’d

### What do the Job Statuses mean?

*Pending* - All new jobs and edited jobs will be marked with this status.

*Active* - After a job is approved by our office, we will assign your job this status. **NOTE:** You can close a job by opening it and clicking edit under the Posting Information at the bottom. Change the expiration date to the date that you would like the job to close.

*Inactive* - When a job expires, it will be assigned this status.

### How do I create or view Job Placements or Resume Referrals?

Choose My Job Postings > My Job List and next to each job you will find the Activity column.

*R is for Referrals*—Click the R to view candidates that have applied/submitted their resume.

*P is for Placements*—Click the P to view Job Placements of previously hired candidates. See the following section for directions on how to “Report a Hire.”

## JOB POSTING FAQ’s

### When will my job post to candidates?

Once your job is accepted by our office, we will change the status to Active within two business days and it will post on the Post Date you select for it to appear. If the Post Date has passed, then it posts as soon as we accept it.

### When will my job expire for candidates?

Positions automatically close after three months, unless you opt for a shorter or longer period of time when posting the position. When the expiration date is reached, candidates may no longer submit resumes/apply. You may return to your posting and edit the expiration date at any time, either before or after the position expires.

### Will I get an email the day before my job expires?

Yes, it will be emailed to the email address listed in your profile under My Profile.

## JOB POSTING FAQ's cont'd

### How do I close a job before the expiration date?

Click on your job to view the details. At the top of the job you will see "Posting Information." Click on that tab and scroll down to "**Expiration Date**". Change the date to the date that you would like the position to close. **NOTE:** *Don't forget to create a placement if you hired one of our students/alumni!*

### How do I report a hire?

Click on your job to view the details. On the left panel, click to View Activity. Choose the placement tab in the center. There is an option to "Search for Students to Place." Type the candidates first and last name and search. Once found, click "Add Student" next to their name.

### I'm posting a job for the first time. What are these fields?

#### Show Contact Information

- Choose "Yes" to show your personal contact information to students/alumni.
- Choose "No" to hide your personal contact information from students/alumni.

#### Allow Candidates to Apply Online

Choose "Yes" to allow candidates to apply online to submit their resume through the JobMate system. You will receive an email as they apply.

- Choose "No" if you prefer to receive resumes or candidate contact outside of the JobMate system. If choosing this option, be sure to fill out the "Application Instructions" field so that candidates know how to apply.

#### Email Employer with each Resume Submission

The JobMate system will email you as soon as an applicant submits their resume.

To view all candidates who have submitted their resume to your job posting:

1. Go to My Job Postings> My Job List.
2. Click on the desired job (by clicking on either the Job ID or Job Title).
3. Click the "View Activity" link on the left panel. Now you will see the Resumes that have been submitted.
4. Click "Select All" and then click "Create Packet" to view all resumes.

## REGISTERING FOR A JOB FAIR

Choose the "**Job Fairs and Events > Search Existing Fairs/Events**" option to view all upcoming career fairs and events.

Choose "**Career Fair**" and "Search", choose the fair in which you are interested and scroll to the right and click "Register".

## REQUESTING AN INFORMATION SESSION OR EVENT

Choose the "**Job Fairs and Events > My Info Sessions**" option.

Choose the "**Job Fairs and Events > New Event Request**" if you are interested in scheduling an information session or other event.

When creating an interview schedule you will be asked if you also need to set up an information session. If you select yes you automatically be taken to the event request screen after submitting your schedule request.

## UNIVERSITY OF SOUTH CAROLINA CAREER CENTER

Career Center staff are available Monday through Friday from 8:30 am to 5:00 pm on the 6th floor of the H. William Close (BA) Building. While we also have a satellite office located in the College of Engineering and Computing, where interviews and information sessions may also be held, all scheduling is coordinated through our main office. Please feel free to contact us at 803-777-7280 during these hours with questions or for additional assistance with using JobMate. You can also visit us on the web at [www.sc.edu/career](http://www.sc.edu/career).

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