Four County Career Center Job Placement – Instruction for Employers

This quick guide will show you how to **Request** an account from Four County Career Center to add and manage **Job Postings** in the Content Management System (**CMS**). There are sections of the CMS that pertain specifically to the Four County CC. 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://www.fourcounty.net/protected/employerenrollment.aspx
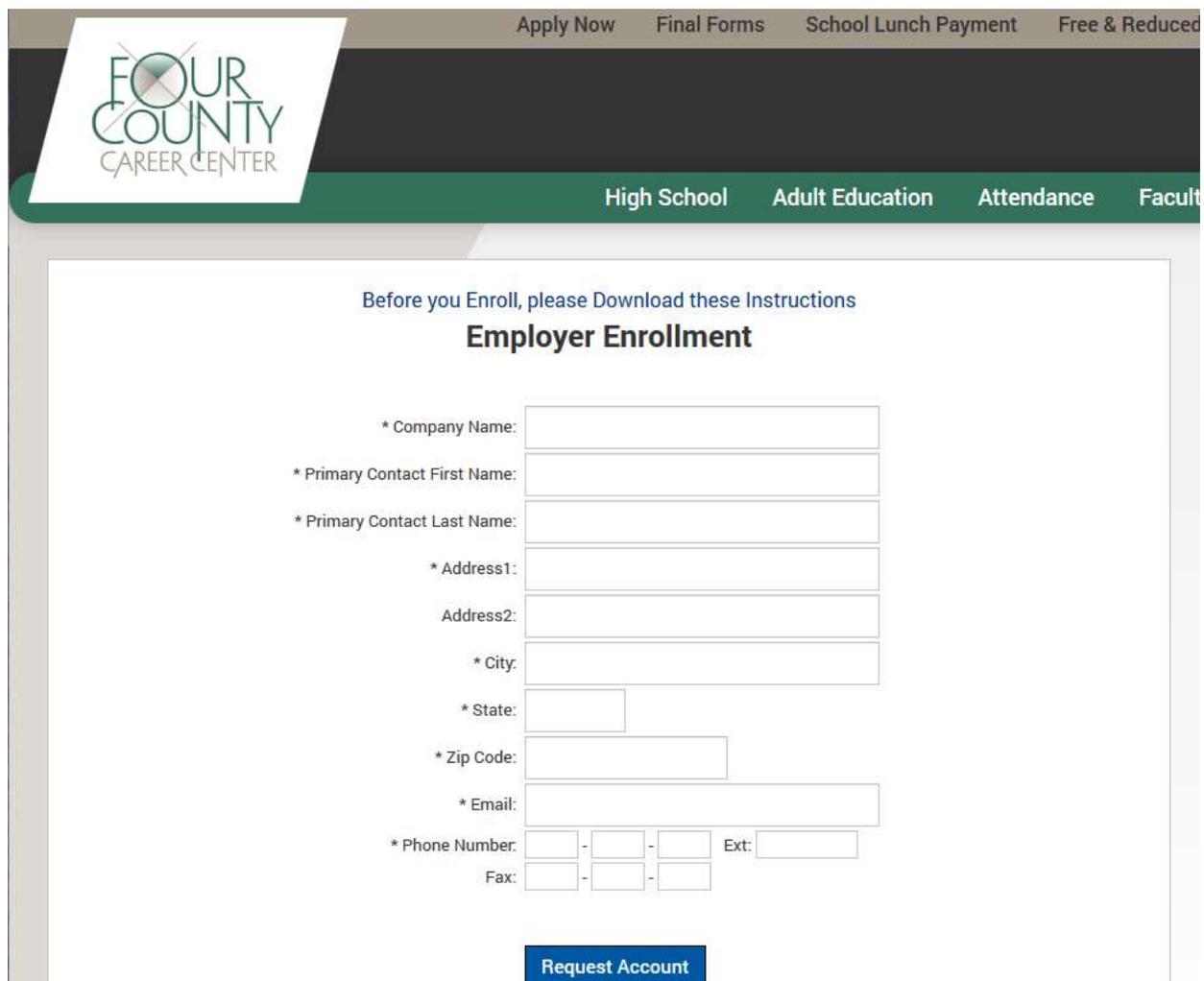
You will fill out ALL fields on this page and wait for your account to be **Approved**. You will receive an email notification after the approval process is complete with a link to login to the CMS.
This completes step 1

Step 2 – Login to the CMS

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

Login Page: https://esvadmin10.eschoolview.com/

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

This completes Step 2

Step 3 – Create Job Posting
You will click the **+ Add Job Postings** button to add your first Job Posting

Job Center Home

Employers & Business Partners Start Page

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:

Manage Job Postings

Add/Edit Job Posting

Date:	10/21/2019
Deadline:	
Job Title:	
Category:	Ag/Heavy Equipment
Company Name:	ESV3
Job Type:	○ Part Time ○ Full Time
Starting Wage (Required):	
Maximum Hourly Wage:	
Job Description:	
How to Apply:	

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.

You have successfully saved your job posting.
If you are done adding jobs, please Log Out above or click one of the links below.

Go back to Start Page
See saved Job on the Public Facing site

1. You can go back to the Start Page or
2. See your Job on Four County Career Center'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.

Search/Manage Postings

⊕ Add Job Posting

Job Title:	
Category:	All
Job Type:	● All
	○ Full Time
	○ Part Time
Hourly Wage Minimum:	
Hourly Wage Maximum:	

🔍 Search

Search Results (Sorted by creation date)

Job Title	Created By:	Status:		
ICO Test Job Posting 1	James Peters	Active	✏ Edit	⊗ Delete

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

This completes Step 4
Public Site page to Search Job Postings

http://www.fourcounty.net/protected/JobPostingSearch.aspx

Things to know

1. You cannot login to the system until your account is approved by Four County CC.
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
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