

# CAREER CONNECT

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COLUMBIA School of SOCIAL WORK  
*Make waves. Move mountains. Change lives.*



Students Alumni Employers Administrators

## **CSSW Career Connect Employer Guide**

### **ACCESS AT THE FOLLOWING WEBSITE:**

<https://employer.gradleaders.com/ColumbiaSW/Employers/Login.aspx?jprid=5022>

### **CURRENT PARTNER EMPLOYERS:**

Login using your email and password and update your profile.

To obtain your password click on "Retrieve your password" at the bottom of the login page. An email will be sent to you with your password.

Once you are Logged in:

1. Go to Update My Profile
2. To update Employer Information click on [Edit]. Make changes and click on SAVE to complete the changes
3. To update Contact Information, click on (Edit). After making changes, click on SAVE to complete changes.

### **NEW EMPLOYERS OR NOT IN THE NEW SYSTEM:**

You can create a new profile by clicking on "Click here to register" also at the bottom of the login page and follow the directions on that page.

1. Search for your Organization's name and select; if it you can't find click on Can't Find Your Organization.
2. Complete all sections. *Required fields are marked with an asterisk \**.
3. Click on the Register button.
4. To post a job follow the Steps below To Create a New Job.

NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. The CSSW Office of Career Development will review both your account and job. If your registration is approved, you will receive an email notification.

### **TO CREATE A NEW JOB:**

1. Click on New Job.
2. Enter job information. Fill out as much information as possible to make the job posting complete. *Fields with an \* are required information.*
3. In the field, "Application Instructions," enter the procedure in which a potential employee may apply for this position. Click on SAVE to update this information.

Note: Under the *Posting Information* section there are two fields that you need to review: in *Show Contact Information* if you select No, your contact information will not be available to potential employees. In *Allow Online Referrals*, if you select Yes - students can submit their resume to you via this system (i.e. you will receive email notification of students' job application and be able to view resumes on-line).

**TO MAKE CHANGES TO CURRENT JOBS:**

1. There are several sections (Position Information, Contact Information and Posting Information) that you may update
  2. To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section
- You can re-post an old job by opening the job profile and clicking on Copy Job under the page functions on the left side of the screen.

*NOTE: Once you add a job or make changes to a current job, the information will be reviewed by a Career Services employee before it is posted.*

**STUDENT SEARCH:**

1. Select Search. Choose you criteria and click on SEARCH.
2. To view all available students, just click on SEARCH.
3. Once your search is complete, you may view, sort, or create a resume packet which you can receive via email

**QUESTIONS:**

No problem! Email us at [swcareer@columbia.edu](mailto:swcareer@columbia.edu).