

**OFFICE OF CAREER AND LEADERSHIP MANAGEMENT****Job Posting Guide**

[Career Connect](#), powered by GradLeaders, serves as Columbia School of Social Work's dedicated on-campus job board. This free platform provides an easy and convenient way to connect with master's-level social work students and graduates for various opportunities, including full-time and part-time jobs, fellowships, summer internships (unrelated to practicum education), on-campus employment, and volunteer roles.

To create an Employer Account or to access the platform, use the following link:

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

Please note that all accounts and postings will be in "pending" status until reviewed and approved. Once "approved," they will be made visible to candidates. The vetting process can take 2-3 business days. To ensure there are no delays, please make sure to provide all the key details requested. You will be notified via email of your status. For general assistance, please email us at swcareer@columbia.edu.

Creating an Employer User Account

- Visit our [Career Connect portal for Employers](#), and [Create Account].
- Review and agree to GradLeaders' Terms and Conditions.
- Enter the email address you want to use for account creation. Your email address will be assigned as your username.
 - Please use an email address associated with your employer and/or organizational website (not gmail, yahoo, hotmail, etc.)
- Add your name and set a password.
- Search for your organization in the system.

TIP: If your organization uses an acronym, please search using both the name and acronym (independently) to avoid creating a duplicate organizational account.

 - If your organization has an existing profile in the system, [Select / Continue].
 - If your organization is not listed, [Add Organization].
- If you are adding your organization, fill out the **Company Contact Form**.
 - Third-party recruiters MUST check "Yes" to the 3rd Party Recruiter question.
- Fill out the **Recruiter Contact Detail Form**.
- Your profile will remain "pending" until reviewed and approved by our office.
- To add a job posting, review the instructions under [Posting a Job](#).

Accessing Your Account

- Visit the [Career Connect portal for Employers](#) and log in using your existing credentials.
- If you don't remember your password, enter your email address and select "Find My Account." You will receive an email that will contain a link that will allow you to reset your password.

Updating Your Account Information

- Click on your name at the top right of your screen.
 - To change your username/email address or password, go to **Edit Account**.
 - To update your individual profile, go to **My Profile**.
 - To update your organization's profile, go to **Organizational Profile**.

Posting a Job ([visual guide](#) | [video tutorial](#))

- On your dashboard, go to **Active Job Postings**, then [Add New Posting] OR click on **Job Postings** on the menu bar, then [+ Add New].
 - If you have an expired posting that you would like to duplicate, open the posting and [Copy].
- Fill out the job details. Fields with an * are required.
- Set the application deadline.
 - Jobs are automatically set to expire 30 days from the date of the initial posting unless indicated otherwise.
- Specify your preferred application method.
 - You can choose to have applicants submit their application materials through the system, on your website, or via email to a designated contact.
- Your posting will remain "pending" until reviewed and approved by our office, after which you will be able to access job posting metrics, such as the number of times it has been viewed and matched in a search, and any applications submitted (if you chose to use the system to collect them).
- You can update your posting at any time until it expires.
 - Updated postings will appear as "modified" and be re-submitted for review.
- To extend your application deadline, edit the field directly OR [Refresh] the posting. "Refreshing" will change the posted date to the current date and the deadline to 30 days from the posted date.
- Once a search has been completed, please mark the position as filled within the Activity section of the job details and [Expire] the posting.