

Career Coach Employers Guide

2024

Step 1 Create Employer Account: Go to the main Career Coach site for Iowa Western Community College: <https://iwcc.emsicc.com/> Click on the **Employer Sign Up (for first-time users)** or **Login (for returning users)** on the right top side of the screen. If using the **Sign-Up** option, please fill in your information and click **Create Account**.

The screenshot shows the top navigation bar of the Career Coach website. On the left is the Iowa Western logo. In the center are navigation links: Assessment, Careers, Programs, Résumé Builder, and Work Opportunities. On the right are a search bar, a Login dropdown, and a Sign Up dropdown. The Sign Up dropdown is open, showing options for Sign Up and Employer Sign Up. Below the navigation bar, the main heading reads "Welcome to Career Coach" with a sub-heading: "Discover majors and in-demand careers and education based on your interests!"

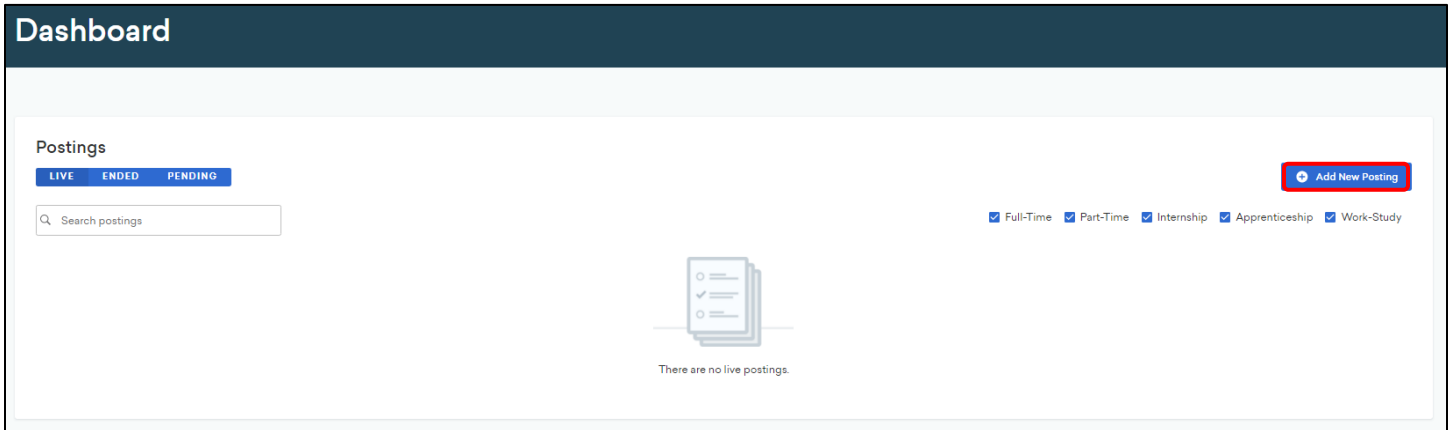
This screenshot shows the "Sign Up" form for the Career Coach Employer Portal. The form is titled "Sign Up" and includes a link for "Already have an account? Login". The fields are: Company Name (Academic Support Services), Contact Name (Brett Caskey), Email (bcaskey@iwcc.edu), Password (masked with dots), and Re-enter Password (masked with dots). There is a checkbox for "I acknowledge that I have read and agree to Emsi's Privacy Policy" which is checked. A red box highlights the "Create Account" button at the bottom of the form. To the left of the form, there is a message: "Sign Up for the Career Coach Employer Portal. Focus your job postings toward engaged students as they explore careers and programs on Career Coach". At the bottom of the page, there is a footer with "EMPLOYER PORTAL & CAREER COACH ARE POWERED BY Emsi" and "PRIVACY POLICY | O*NET INFORMATION | © COPYRIGHT 2021. ALL RIGHTS RESERVED."

This will lead you to the **Profile** screen where you will fill in more employer information, and then click on **Request Approval** to post.

The screenshot shows the "Profile" page. The page is divided into two main sections. The left section is titled "Information" and contains a sub-heading: "This information will be visible to institution administrators and Career Coach users." It includes fields for Company Name (Academic Support Services), Contact Name (Brett Caskey), Email (brett.caskey@gmail.com), and a Description (Optional) field with the text: "I provide a robust array of academic support services to help students be successful." There is also a Website field with the URL: http://www.yoursite.com. The right section is titled "Change Password" and includes fields for Old Password, New Password, and Re-enter New Password, with a "Save New Password" button. Below this is a "Delete Account" section with a checkbox for "I wish to permanently delete my account and all of my postings." and a "Delete Account" button.

Step 2 Posting Opportunities: Once you have finished creating your profile, your request to post to the Iowa Western Community College job board as an employer will be sent to **Jennifer Salvo, Director of High School Partnerships & Student Advancement**, for approval.

Once approved, you will be able to log into your IWCC Career Coach account to post openings (e.g., internships, full-time, part-time). To create a new posting, click on the **Add New Posting** button.



This will bring up the **New Posting** window. Fill in your posting details, and then click on **Send for Approval**. Jennifer will review your posting to approve or deny it; always feel free to ask Jennifer questions about posting.

The image shows a 'New Posting' form window. It includes a close button (X) in the top right corner. The form has the following fields and options:

- Job Title:** A text input field.
- Description:** A larger text area for the job description.
- Posting Type:** Radio buttons for 'Full-Time' (selected), 'Part-Time', 'Internship', 'Apprenticeship', and 'Work-Study'.
- Expiration Date:** Three dropdown menus for 'This posting will expire after', currently set to 'October', '31', and '2021'.
- Search for Pages:** A text input field with the placeholder 'e.g. Accountants, Registered Nurses' for 'This posting will appear on these Career Coach pages'.
- Buttons:** A grey 'Cancel' button and a blue 'Send for Approval' button with a red border.

Contact Information:

- Director of High School Partnerships & Student Success: Jennifer Salvo (jsalvo@iwcc.edu, 712-325-3224)
- Department Email: careerandtransfer@iwcc.edu

Once you have posted an opportunity, it will show up on your Dashboard screen. This screen will show you any **Live** (current posted), **Ended** (past posted), and **Pending** (awaiting approval) posting that you have has with IWCC.

Postings


LIVE ENDED PENDING Add New Posting

Search postings Full-Time Part-Time Internship Apprenticeship Work-Study

Job Title --	Date Created --	Type --
Academic Tutor	10-01-2021	Part-Time

Denied & Timed Out

Search postings Full-Time Part-Time Internship Apprenticeship Work-Study



There are no denied postings.

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