

Procedures for Following up with Employers in WIT

1. Select Career Office Home Page
2. Enter job posting ID from list → Employer Home Page
3. If job posting is not viewable from Employer's Home Page, click View All Job Postings in left column → Job Postings-Closed
4. Under Action section (last section on right), click Notes
5. View latest notes to see if recent contact has been made to employer.
 - a. If not, make call to employer by viewing contact name and number (towards the top)
 - b. If yes, go to next employer on list
6. In left column, select Job Postings-Closed
7. Under Contacts Made (referrals) section, click on the hyperlinked number. This is the number of referrals for this posting.
8. Follow script guidelines by inquiring about the status of the job posting and if the names referred were hired.
9. Change status of job seekers according to information from employer
****Note**** if employer wants to keep job posting open, the status of the job posting **must** be changed first before changing the status of the job seekers in WIT
10. Click Post/Match Jobs tab → Job Postings-Closed
11. Select Closed-Pending Contacts hyperlink under the Status section of the Job Posting
 - a. Change the status to Open and the date to today's date
 - b. Extend the closing date to 2 weeks from today
12. If employer wants to job posting closed, change the status to Closed and change the date to today's date
 - a. Change status of individual job seekers according to information from employer. If employer states no one was hired, scroll down and click button, "Change All Pending to Not Hired" and follow prompts. This will change all pending status on one sweep.
13. Document results in Notes
14. Go to next employer on list and repeat steps 1-13 accordingly.