



**COE COLLEGE**  
Coe makes it possible. You make it happen.

## **Coe Connections - Employer Guide**

To access the website, click [here](#) or enter the following link into your internet browser:

<https://employer.gradleaders.com/Coe/Employers/Login.aspx?jprid=5487>

**1. New Users - Registration:** If you are not a current user, click on “**Create a New Account**” and follow the directions on that page.

- Complete all steps within each section. Required fields are marked with an asterisk \*.
- Click on the Save button.

NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive your email notification within **48** hours, please contact our office at **319-399-8569**.

### **2. Existing Users:**

- Enter your Username and Password.
- Click on Login.

### **3. Update My Profile**

- To update Employer Information, click on “View Organization Profile & Contacts” and then select “Edit Organization Information”. Make changes and click on SAVE to complete the changes.
- To update Contact Information, click on “View Profile” and then select “Edit Contact Information”. After making changes, click on SAVE to complete changes.

### **4. To Create a New Job**

- Click on “Job Postings” at the top of the main screen and then select “Add”. Enter job information. Fields with an \* are required information. Fill out as much information as possible to make the job posting complete. 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.

*\*Under the Contact Information section, you can choose to share your contact information should you desire. If you select No, your contact information will not be available to potential employees.*

### **5. To Make Changes to Current Jobs**

- From the Job Postings page, select the position you wish to update. Once the details of the position are displayed, you can edit the position or parameters of the job posting.
- To make changes to the position details, click on Edit Job Information and make your changes. Once completed, click on SAVE.
- You can re-post an old job by clicking on Copy icon near the top of the page.

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.

## 6. To Submit an On Campus Request

- Click “On Campus Requests” from your main dashboard.
- Select the event you are requesting (Interviews, Info Session, Career Fair, Table)
- Complete all the necessary fields and click “Submit”
- Your request will be reviewed and a staff member will follow up with you to confirm final details

**NOTE:** Interviews and Events can be submitted either through the On Campus Request procedure outlined above or by following the same steps after selecting either “Interviews” or “Events”

You will be emailed by our office to confirm your request. If you do not receive a response within 48 hours, please contact our office at **319-399-8569**.

## 7. Document Library

A full instruction manual (provided by our platform vendor, GradLeaders) is available on our website by clicking [here](#), copying and pasting this link into your browser, or in the Document Library available on your dashboard.

<http://www.coe.edu/uploads/pdfs/campuslife/centerforcreativityandcareers/employerguide.pdf>