



# Center for Experiential Learning Employer Guide

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**To access Storm Tracker, an online database for posting open positions within your organization, follow please the instructions below.**

Access the following website: <http://www.keuka.edu/stormtracker>  
Once on the Storm Tracker page, click on the **Employers** Link

**1. New Users - Registration:** If you are not a current user, click on "Click here to Register!" and follow the directions on that page.

- Search for your Organization and select; if you cannot find it click on "Can't Find Your Organization".
- Complete all sections. Required fields are marked with an asterisk (\*).
- Click on the "Register" button.
- To post a job follow the steps in "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. An administrator will review both items and if they are approved, you will receive an email notification. If you do not receive an email notification within 48 hours, please contact our office at (315) 279-5274.

## **2. Existing Users:**

- Enter your User Name and Password.
- Click on Login.

### Update My Profile

- To update Employer Information, click on "Edit". Make changes and click on "SAVE" to complete the changes.
- To update Contact Information, click on "Edit". After making changes, click on "SAVE" to complete changes.

### To Create a New Job

- Click on "New Job". Enter job information. Fields with a "\*" 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 "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 Active Jobs

- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any sections, click on the "Edit" link and make your changes. Once completed, click on "SAVE" for each section.

#### To Repost a Job Already on Storm Tracker

- Click on *My Jobs* at the top of the page.
- Click on *Job List* then click on the specific job number that you want to copy.
- Once the job has come up to the left of the page, click on [*Copy Job*].
- It will ask you if you want to 'copy this record as a new job?' Click OK
- It will then tell you that 'the copy was successful. The new job will load.' Click OK
- You will then be brought to your list of jobs, click on the newly copied job. You will then need to edit the employment start & end dates, the minimum wage, any changes to the job description, the post date and the expiration date. To do this, you need to click on the edit button in each section and after the change is made, you need to click save, to go back to the main page, to edit another section.

NOTE: Once you add a job or make changes to any existing job, this information will be reviewed by an administrator before it is posted.

#### To Register for a Career Event

- Click on the Career Events menu
- You will see a list of all current career events (Career Fairs, Teacher's Expos, etc.)
- To view details or register, click on the Career Event's title.
- Fill out your profile and select the appropriate fees (if any).

NOTE: Once you register for an event, you will be able to immediately print the invoice (click on the gray "Invoice" button).

Also, you will receive a confirmation email from our office. If you need to make changes to your profile or fees after your registration has been confirmed, you will need to contact our office at (315)-279-5274.