

EMPLOYER GUIDE

Access the following website: www.ColoradoSPHconnect.com

1. Click on the Employer Log-in button

2. New Employer/Contact Registration:

 If you are a new user, click on the [[Click here to Register!](#)] link.

- Search for your Organization, click the check box, and then click Continue. Your Organization's information will automatically be completed.
- If your Organization is not listed, click on Can't Find Your Organization and enter your Organization's basic contact information.
- Once the Organization's information is complete, fill out your specific Contact information.
- Create your own unique User Name (email address recommend) and Password. Store this information in a secure location.
- Required fields are marked with an *asterisk. Please be as complete as possible.
- Click on the Register button.

3. Existing Users:

- Enter your Username and Password.
- Click on Login.
- If you do not remember your information, click on "Forgot your password?" A new, random password will be generated and sent to the email address currently in your profile.

Update My Profile

- Click on [My Profile](#) from the top menu bar
- To update organization information, click on the [Edit] link or the Employer Information tab. Make changes and click SAVE to complete the changes.
- To update your individual information, click on the [Edit] link or the Contact Information tab. After making changes, click SAVE to complete changes.

Student Search

- Place cursor over [Student Search](#) from the top menu bar, then click [Search](#).
- Choose your search criteria and click SEARCH.
- To view all available students, just click SEARCH.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email

To Create a New Posting (FT/PT job, practicum, internship, volunteer)

- Place cursor over [My Postings](#) from top menu bar, then click on [New Posting](#). Click on SAVE to update this information.
- Enter position information. Fields with an * are required information. Fill out as much information as possible to make the posting complete.
- In the field, "Application Instructions," be very specific as to how an applicant may apply for this position (apply through ColoradoSPH Connect, apply online, send materials to an email address, apply through company applicant system, etc.)

- Under the Posting Information section, select whether you want your specific contact information to be visible to potential applicants in the “Show My Contact Info” field.
- Employers can conveniently receive application from applicants by selecting Yes in the “Allow applicants to apply through ColoradoSPH Connect” field. In the Documents Categories section, select which document(s) you will **Allow** to be sent by applicants and document(s) you **Require** to be sent

To Make Changes to My Postings

- Place cursor over My Postings and select List of Positions
- Select the Position you’d like to edit.
- To make changes to any sections, click on the [Edit] link or the category tabs and make your changes. Once completed, click on SAVE for each section.
- You can re-post an old job by opening the posting profile and clicking on Copy Job under the page functions on the left side of the screen. Make necessary changes (EX: Post/Expiration Dates) to the posting and click SAVE.

To Register for a Career or Practice-Based Learning Event

- Hover over the **Career & PBL Events** menu and click on **Search**.
- You will see a list of all current Events (Career Fairs, Employer Info Sessions, etc.)
- To view details or register, click on the Event’s name.
- Fill out your profile and select the appropriate fees (if any).

To Request an Information Session

If you are interested in promoting your organization to Colorado School of Public Health students, contact Ben Weihrauch, Manager of Career & Employer Services, at ben.weihrauch@ucdenver.edu or 303-724-7619.

Colorado School of **Public Health**

Are you looking for motivated, educated, and experienced talent for your organization? The Practice-Based Learning and Career & Employer Services teams can assist with your recruiting needs. We can connect you with our current students and alumni searching for career, practicum, and volunteer opportunities at all professional levels.

As an employer working with the Colorado School of Public Health, you’ll have access to a talented and growing pool of public health professionals. Our students graduate from a [CEPH-accredited](#) School and train with nationally-recognized faculty experts from three leading public institutions:

- University of Colorado Anschutz Medical Campus
- Colorado State University
- University of Northern Colorado

If you need more information or would like to schedule a consultation meeting to further engage with ColoradoSPH, contact Ben Weihrauch, Manager of Career & Employer Services, at ben.weihrauch@ucdenver.edu or 303-724-7619.