

# GoldPASS User's Guide for Employers

<http://goldpass.umn.edu>

## TO ACCESS GOLDPASS:

- Go to <http://goldpass.umn.edu> and click **Employers: Login**.
- Click on **Click Here to Register**.
- You'll be prompted to search for your organization. Enter its name to see if an account already exists for it.
- If an account already exists, click it. A form will appear at the bottom of the screen to add your own contact information.
- If no account exists for your organization, click **Can't Find Organization**.
- Fill in all required information, and as much of the optional information as you'd like.
- Next, please read our *User Agreement* in full. In the drop-down box marked **Read/Agree to User Agreement**, select **Yes**.
- Click **Register**.

**NOTE:** It will take 1-2 business days for your account to be reviewed and approved.

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## TO POST A POSITION:

- Log in to GoldPASS at <http://goldpass.umn.edu> and click the **My Jobs** tab at the top of the screen.
- Click on **New Job**.
- Fill in all required information, and as much of the optional information as you'd like.
- Click **Save**.

**NOTE:** Our standard period of time for a position to be posted in GoldPASS is 60 days. You can shorten that time if you'd prefer. If the time period elapses and you still want the position to be active, you can reset the date for another 60 days. When you post a new position, it will be reviewed by a Career Services representative within 1 to 2 business days (before it becomes viewable to students).

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## TO SEARCH FOR STUDENTS:

- Log in to GoldPASS at <http://goldpass.umn.edu> and click the **Student Search** tab.
- From the search screen, select as many criteria as you would like.
  - *Tip:* If you select majors, try to think as broadly as possible.
  - *Tip:* When searching for students, if you don't select a college, the system will search students on ALL U of M campuses.
- After your search results display, click a student's name to view his or her profile.
- If the student has a resume uploaded, you can click the **View Resume** link at the top of the student's profile.
  - *Note:* You will not see this option if the student does not have a resume loaded into GoldPASS.

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## TO REQUEST AN ON-CAMPUS INTERVIEW DATE:

- Log in to GoldPASS at <http://goldpass.umn.edu> and click the **On-Campus Interviews** tab.
- From the drop-down menu, click **New Interview Schedule Request**.
- Complete all required fields. Complete as many of the optional fields as you'd like.
  - When selecting the **Host Office**, choose the career office where you would like to hold the interviews.
- Click **Save**.

**NOTE:** After you click **Save**, it will take 1 to 2 business days for your schedule to be reviewed by a Career Services representative. A representative will contact you about any next steps.

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## TO EDIT YOUR CONTACT INFORMATION:

- Log in to GoldPASS at <http://goldpass.umn.edu> and click on the **My Profile** tab.
- Your organization's information and your contact information will display.
- To edit your organization information, click the **Edit** link in the top-right corner of the Employer Information box.

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- To edit your contact information, click the **Edit** link in the top-right corner of the contact information box.
- Make any changes and click **Save**.

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### TO EDIT A JOB:

- Log in to GoldPASS at <http://goldpass.umn.edu> and click on the **My Jobs** tab.
- Click on **Job List** and select the job you would like to edit.
- Click on the **Edit** link in the top-right corner of the information box. Make your changes.
- Click **Save**.

**NOTE:** When you make edits to a post, it will go back into pending status for 1 to 2 business days until it is reviewed by a Career Services representative.

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### TO COPY A JOB:

- Log in to GoldPASS at <http://goldpass.umn.edu> and click the **My Jobs** tab.
- Click on **Job List** and select the job that you would like to copy.
- Click the **Copy** link on the top of the page.
- If you'd like to edit this copy, click the **Edit** link in the top-right corner of the information box. Make your changes.
- Click **Save**.

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### TO VIEW STUDENTS WHO HAVE APPLIED TO YOUR POSITION:

- Log in to GoldPASS at <http://goldpass.umn.edu> and click the **My Jobs** tab.
- Click on **Job List** and select the job you'd like to view.
- Click the **View Activity** link. Under the **Referrals** tab you'll be able to select students' names that have applied to the position through GoldPASS.

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### GoldPASS TIPS:

- When you're creating a new post for a position, think broadly about which majors you'll hire. Unless it's a very major-specific position, you may be surprised by the qualified candidates you'll find in a wide range of majors.
- The **Job Paid** field is required. Select either **Yes** or **No** (paid or unpaid). The **Compensation Details** field is not required. **Compensation Details** is where you can stipulate salary, benefits, hourly rate, etc. for the position.
- Please provide at least a brief job description. Include tasks, responsibilities and qualifications. We do not approve positions on GoldPASS that simply direct students to another Web site. If you'd like to direct students to your Web site for more information, you're welcome to, but you must also provide a position description in GoldPASS.
- In the **All Work Authorizations Considered** box, please select all levels that would be acceptable. For example, if you are selecting **Permanent Work Authorization**, you would most likely also select **U.S. Citizen or U.S. National**.
- There are options to screen on certain criteria when you fill out the job post form. If you don't select to screen on any criteria, your previous specifications will only be suggestions. If you do choose to screen on certain criteria, only students who meet those qualifications will be able to apply if you are collecting resumes through GoldPASS.
- A **Third Party Recruiter** is someone who is posting a position with an end employer that is different from your organization. If you are a Third Party Employer, we'll ask you to disclose who the end employer is. That information is not viewable to students—it's for administrative purposes, and it's required in order for you to post positions on GoldPASS. You do not need to put it in the post; a Career Services representative will follow up with you.
- To schedule on-campus interviews, contact the appropriate U of M career office early. Many require 4 to 5 weeks notice.

## QUESTIONS?

Please contact a U of M career office. Find the list of career offices at <http://www.career.umn.edu/offices.htm>

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