



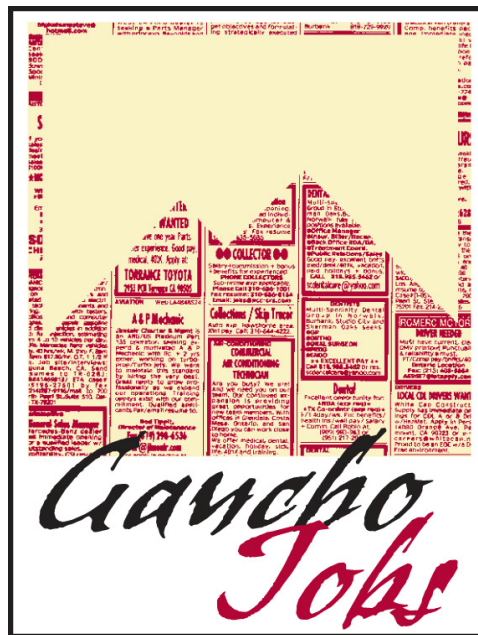
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 28000 Marguerite Parkway  
 Mission Viejo, CA 92692  
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[www.saddleback.edu](http://www.saddleback.edu)

**Career Placement Office**  
 The Center for Career and Life Development  
 SSC #140  
 Main: 949/582-4575 | Msg: x4278  
[www.saddleback.edu/cclد](http://www.saddleback.edu/cclد)



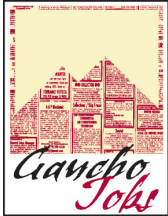
# GAUCHO JOBS

## “How To” Employer Guide



**Eric Hilden**  
**Career Placement Officer**  
**The Center for Career and Life Development (CCLD)**  
**Saddleback College**  
[www.saddleback.edu/cclد](http://www.saddleback.edu/cclد)

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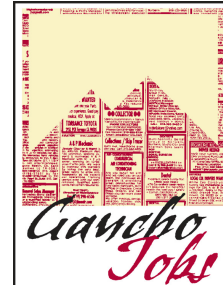
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# GAUCHO JOBS How to: How to Register (1<sup>st</sup> Time Users)

I. New Employers to Gaucho Jobs can access the system from:  
[www.saddleback.edu/cclcd](http://www.saddleback.edu/cclcd)

II. Click on EMPLOYERS under the Gaucho Jobs logo →



III. New Employers will choose one of the three options on the top tabs or to the right under 'Register' to begin:

- a. **Create New Account (No Prompt to Post Job):** Register and return later to post jobs
- b. **POST A JOB AT SADDLEBACK (FREE):** Register for an Account and Post a Job to Saddleback College campus only.
- c. **POST A JOB TO NACELINK MULTIPLE SCHOOLS (Fees Apply):** Interested in posting a job to Saddleback and other schools. See NACELink Job Posting Fees.

(Screen shot of Employer Log-In screen)

Sign in | Forgot my password | Create New Account (no prompt to post job) | POST A JOB AT SADDLEBACK (FREE) | Post a Job at Multiple Schools (fees) | Help

Accessible Mode: Off | NACELink NETWORK | software by symlicity

**log-in**  
Thank you for visiting the new Gaucho Jobs. If you have a registration email & password, please enter it below.  
If you are new and want to Post a Job and Register, please select from the links to the right. If you have any questions, please contact the CCLD front desk at 949/582-4575 or email [sccareer@saddleback.edu](mailto:sccareer@saddleback.edu).

Username:  Your email address  
Password (Sent To Your Email):

**register**  
CREATE ACCOUNT

IV. Complete all required fields to complete your registration.

V. You will be notified by email when your account and job posting is approved.

# GAUCHO JOBS How to How to Log-In (Returning Users)

- I. Employers returning to Gaucho Jobs will enter their Username and Password under the 'log-in' section of the Employer log-in screen:

Sign in | [Forgot my password](#) | [Create New Account \(no prompt to post job\)](#) | [POST A JOB AT SADDLEBACK \(FREE\)](#) | [Post a Job at Multiple Schools \(fees\)](#) | [Help](#)

Accessible Mode: Off | NACElink NETWORK | software by symlicity

### log-in

Thank you for visiting the new Gaucho Jobs. If you have a registration email & password, please enter it below.  
If you are new and want to Post a Job and Register, please select from the links to the right. If you have any questions, please contact the CCLD front desk at 949/582-4575 or email [sccareer@saddleback.edu](mailto:sccareer@saddleback.edu).

Username:  Your email address

Password (Sent To Your Email):

[Go](#) | [Reset](#) | [Forgot Password](#)

### register

CREATE ACCOUNT

[Create New Account \(No Prompt To Post Job\)](#)

[POST A JOB AT SADDLEBACK \(FREE\)](#)

[POST A JOB TO NACELINK MULTIPLE SCHOOLS \(Fees Apply\)](#)

## TIPS:

**Username:** This is the email you entered associated with your account.

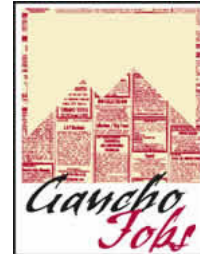
**Password:** Initial passwords can be either auto-generated and emailed to your account email address, or entered by you when you Register.

**\*\*\*You can change your password in your Account settings**

# GAUCHO JOBS How to FREE JOB POSTING

**1** Go to the Center for Career and Life Development (CCLD) website:  
<http://www.saddleback.edu/cclcd>

**2** Click on **EMPLOYERS** under the Gaucho Jobs logo:



**3** Click Post a Job at Saddleback(Free) button:



The screenshot shows the top navigation bar with links: Sign in, Forgot my password, Create New Account (no prompt to post job), POST A JOB AT SADDLEBACK (FREE), Post a Job at Multiple Schools (fees), and Help. Below the navigation bar, there are two main sections: 'log-in' and 'register'. The 'register' section has a sub-header 'CREATE ACCOUNT' and three buttons: 'Create New Account (No Prompt To Post Job)', 'POST A JOB AT SADDLEBACK (FREE)', and 'POST A JOB TO NACELINK MULTIPLE SCHOOLS (Fees Apply)'. The 'POST A JOB AT SADDLEBACK (FREE)' button is circled in red. Below the registration options, there are input fields for 'Username:' and 'Password:', and buttons for 'Go', 'Reset', and 'Forgot Password'.

**4** **STEP 1: ENTER CONTACT INFO (REGISTRATION)**

- All Required fields are indicated with a **Red \***
- Click 'Next' at bottom of the page

**STEP 2: ENTER JOB INFO**

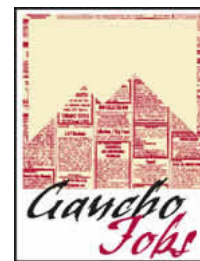
- Provide details on your job posting in the required fields.
- Click 'Done'. An email will be sent after career-services staff review your request. All job postings will be reviewed within 24-48 hours, excluding weekends and holidays.

# GAUCHO JOBS How to Post Jobs at Multiple NACELink schools (FEES)

All fees for posting jobs at multiple schools are coordinated through the NACELink Network. Please refer to the [NACELink Rate Sheet](#) for more details on pricing options.

**1** Go to the Center for Career and Life Development (CCLD) website: <http://www.saddleback.edu/cclid>

**2** Click on EMPLOYERS under the Gaucho Jobs logo:



**3** Click POST A JOB TO NACELINK MULTIPLE SCHOOS (Fees Apply) button:

The screenshot shows the 'register' section of the Gaucho Jobs website. The navigation bar includes links for 'Sign in', 'Forgot my password', 'Create New Account (no prompt to post job)', 'POST A JOB AT SADDLEBACK (FREE)', 'Post a Job at Multiple Schools (fees)', and 'Help'. The 'register' section has a 'CREATE ACCOUNT' heading and three buttons: 'Create New Account (No Prompt To Post Job)', 'POST A JOB AT SADDLEBACK (FREE)', and 'POST A JOB TO NACELINK MULTIPLE SCHOOLS (Fees Apply)'. The last button is circled in red. Below the buttons are 'log-in' and 'register' sections with text and input fields for 'Username' and 'Password'. The 'log-in' section includes 'Go', 'Reset', and 'Forgot Password' buttons.

- 4** - Click Add New button
- Enter your job and/or internship position information
  - Complete all **Required Fields \***
  - Click Submit
  - Now select schools you wish to post the position to. A pricing schedule will appear to indicate the total cost of your posting.
  - To complete the posting, click 'Submit' and complete the required payment screen.

# GAUCHO JOBS How to Requesting On-Campus Recruitment Visit (Free)

- 1 Log into your Gaucho Jobs Employer Account
- 2 Click the Quick Links button: "Request New Info. Session/OCR Visit"

HOME MY ACCOUNT CCLD EVENTS CALENDAR PROFILE JOB POSTINGS Resume Books PLACEMENTS EVENTS GAUCHO MENTOR

Eric Hilden @ The Center for Career & Life Development [Switch Employer View](#)

home

announcements

- JOB POSTING IS READY TO GO!**  
You should be able to post your jobs now!
- Welcome Employers!**  
Welcome to the new and improved Gaucho Jobs system. We are very excited to offer you an enhanced system with more opportunities to link with the high-quality student body here at Saddleback College. There are many options for you to explore: Complete your profile, post a job, sign up as a Gaucho Mentor, request an on-campus recruitment visit. Please let me know if you experience any difficulties. There are video instructions and 'help' on all pages. Eric Hilden Career Placement Officer Saddleback College ehilden@saddleback.edu 949/582-4278

quick links

- [Create NACElink Job Posting \(fee\)](#)
- [View NACElink Job Postings](#)
- [View Participating NACElink Schools](#)
- [Post a profile](#)
- [Submit Placements Info](#)
- [Create a Saddleback Job Posting \(free\)](#)
- [View Job Postings](#)
- [View Applicants](#)
- [Request New Info. Session/OCR Visit](#)
- [GAUCHO MENTOR Profile](#)

alerts

There are no current alerts.

any comments or questions?  
Your feedback is welcome.  
Submit

- 3 \* Select the type of visit:  
 OCR SSC Quad: On-Campus Recruitment in the Student Services Quad  
 OCR Village: On-Campus Recruitment in the Village Quad
- \* Complete all required fields and click Submit when complete.  
(Be sure to make the 'Date of Recruiting Visit' and Session Start date match.)

- 4 Your visit will be listed under Events Tab.

events

CAREER FAIRS **OCR/INFO SESSIONS** Publication Requests Help

Showing 20 at a time: Items 1-1 of 1

	OCR/INFO SESSION Start Date/Time	OCR/INFO SESSION End Date/Time	Description	Location	Approved	RSVP
<a href="#">Review</a>	Aug 11, 2008 10:00 am	Aug 11, 2008 12:00 pm	The CCLD will be hosting an informational table in the SSC Quad providing students with Career Center Information.	SSC Quad	x	0

[Add New](#) Showing 20 at a time: Items 1-1 of 1

You will receive an email when your visit is approved.

# GAUCHO JOBS How to: Request Information Sessions

- 1 Log into your Gaucho Jobs Employer Account
- 2 Either: Click the Quick Links button: "Request New Info. Session/OCR Visit"  
Or click the Fair/OCR Visit/Info Sessions Button

(screen shot:)

HOME MY ACCOUNT CCLD EVENTS CALENDAR PROFILE JOB POSTINGS Resume Books PLACEMENTS **FAIRS/OCR VISITS/INFO SESSIONS** GAUCHO MENTOR

Eric Hilden @ The Center for Career & Life Development

home NACElink NETWORK software by symplix

## announcements

- 7/16/08 System open to Students today!  
Students will be invited to Gaucho Jobs today for their first experience. Enter your jobs now for the best visibility!
- JOB POSTING IS READY TO GO!  
You should be able to post your jobs now!
- Welcome Employers!  
Welcome to the new and improved Gaucho Jobs system. We are very excited to offer you an enhanced system with more opportunities to link with the high-quality student body here at Saddleback College. There are many options for you to explore: Complete your profile, post a job, sign up as a Gaucho Mentor, request an on-campus recruitment visit. Please let me know if you experience any

## quick links

- Create NACElink Job Posting (fee)
- View NACElink Job Postings
- Participating NACElink schools
- COMPLETE YOUR PROFILE
- Submit Placements Info
- CREATE A SADDLEBACK JOB POSTING (FREE)
- VIEW SADDLEBACK JOB POSTINGS
- VIEW STUDENT APPLICATIONS
- REQUEST NEW ON-CAMPUS VISIT/INFO. SESSION**
- GAUCHO MENTOR Profile

## alerts

- There are no current alerts.

July 2008						
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

any comments or questions?  
Your feedback is welcome.

Submit

- 3 Complete all **Required Fields** \* on the form.

events NACElink NETWORK software by symplix

[New OCR/INFO SESSION] Help

Submit Cancel \* INDICATES A REQUIRED FIELD

### REQUEST FOR ON-CAMPUS RECRUITMENT VISIT OR INFORMATION SESSION

OCR is held in the SSC Quad or Village Quad  
Info Sessions require at least a 10 day notice to select a room and to market the event.

Type of OCR/Info. Session\*:

Location\*:

\* 1 5-6ft table will be requested if 'yes' is selected. \* We request 3-5 days advanced notice to order a table and chair(s) for your visit.

Table Request\*:  yes  no

\* 2 chairs are provided if selecting 'yes' \* We request 3-5 days advanced notice to order a table and chair(s) for your visit.

Chair Request\*:  yes  no

Date of Recruiting Visit\*:

Session Start\*: 2008-07-23 Select Clear 12 45 pm Clear

Session End\*: 2008-07-23 Select Clear 12 45 pm Clear

- 4 Your visit will be listed under Events Tab.

events NACElink NETWORK software by symplix

CAREER FAIRS **OCR/INFO SESSIONS** Publication Requests Help

Showing 20 at a time: Items 1-1 of 1

Review	OCR/INFO SESSION Start Date/Time	OCR/INFO SESSION End Date/Time	Description	Location	Approved	RS/VPs
<input type="button" value="Review"/>	Aug 11, 2008 10:00 am	Aug 11, 2008 12:00 pm	The CCLD will be hosting an informational table in the SSC Quad providing students with Career Center Information.	SSC Quad	*	0

Add New Showing 20 at a time: Items 1-1 of 1

# GAUCHO JOBS How to: View Student Resumes

**I. Employer access to view student resumes is a fee-based service and not included in the standard Gaucho Jobs Employer account.**

## **II. ANNUAL FEES TO VIEW ALL RESUMES IN 'RESUME BOOKS': \$50**

- a. Search, sort, review all student resumes submitted. (All student resume books are 'opt-in', not required for student access to the Gaucho Jobs system.)
- b. Save resumes in excel format or...
- c. Request a Resume Book of student resumes (.pdf).  
Once the fee is paid and access given, you have the option to request a 'Resume Book', a listing of all student resumes, from the opt-in groups. Managed under 'Publication Requests'
- d. Email qualified candidates directly from Gaucho Jobs to indicate your interest in their skills.

HOME MY ACCOUNT CCLD EVENTS CALENDAR PROFILE JOB POSTING **Resume Books** PLACEMENTS FAIRS/OCR VISITS/INFO SESSIONS GAUCHO MENTOR ? \* ?

Eric Hilden @ The Center for Career & Life Development Log Out

resume books NACElink NETWORK software by sym plicit

**RESUME BOOKS** Publication Requests ? Help

Resume Text Search: Used to highlight specific words or phrases found on resumes in the resume book. Might be particularly useful in searching for specific skills that may not align with major (e.g., search for "six sigma", or "teach")

Showing 20 at a time: Items 1-4 of 4 (1 items selected)

Name	Description	Creation Date	Expiration Date	Opt-In
<a href="#">All Students Resume Book</a>	All students Opt-In Resume Book.	Jul 25, 2008	Jun 30, 2009	✓
<a href="#">Business/Science/Technology</a>	Students with interest in Business, Sciences, and Technology fields.	Jul 22, 2008	Jul 22, 2009	✓
<a href="#">Psych/Health/Arts/ECE/Other</a>	Students with a background in various fields including psychology, sociology, health care, nursing, arts, foods/nutrition, early childhood education, and others not found in other Resume Books titles.	Jul 22, 2008	Jul 22, 2009	✓
<a href="#">Seeking Internships</a>	Student with expressed interest in securing an internship opportunity for training, development, and experience in an industry/field.	Jul 22, 2008	Jul 22, 2009	✓

# GAUCHO JOBS How to: Change your Password

## I. Click 'My Account' from the Employer Home Page:

The screenshot shows the top navigation bar with the following items: HOME, MY ACCOUNT (circled in red), CCLD EVENTS CALENDAR, PROFILE, JOB POSTINGS, Resume Books, PLACEMENTS, FAIRS/OCR VISITS/INFO SESSIONS, GAUCHO MENTOR, and a help icon. Below the navigation bar is the user's name, Eric Hilden @ The Center for Career & Life Development, and a home button. On the right, there are logos for NACElink NETWORK and symplify. The main content area is divided into three sections: announcements, quick links, and a calendar. The announcements section includes a message about the system being open to students today and a job posting notice. The quick links section lists various actions like creating job postings, viewing school listings, and submitting placements. The calendar shows the month of July 2008 with the 25th highlighted in red. A feedback form is also visible on the right side.

## II. Click Password/Preferences button:

The screenshot shows the 'account' page with the navigation bar. The 'MY ACCOUNT' link is highlighted. Below the navigation bar, the user's name and a 'Log Out' button are visible. The main content area has tabs for 'Personal Profile', 'GAUCHO MENTOR', and 'Password/Preferences' (circled in red). A 'Did You Know?' message is displayed, along with a 'Visit NACElink Central' button. Below this, there are buttons for 'Save And Update Record On NACElink Schools', 'Save Locally', and 'Cancel'. The 'Contact Information' section is partially visible, showing a 'Title' field with 'Career Placement Officer' entered.

## III. Enter the New Password Information and Click Save

The screenshot shows the 'Password/Preferences' page. The 'MY ACCOUNT' link is highlighted. The main content area has tabs for 'Personal Profile', 'GAUCHO MENTOR', and 'Password/Preferences'. There are 'Save' and 'Reset Form' buttons at the top. The 'New Password' section has two input fields: 'Please enter your new password' and 'Please re-enter your new password to confirm.' Below this is the 'Simplify Interface' section with a radio button for 'yes' selected. At the bottom, there are 'Save' and 'Reset Form' buttons. Two red arrows point from the top right towards the 'New Password' fields and the 'Save' button.

# GAUCHO JOBS How to How to Career Fair Information

- I. All Career Fair information will be posted in Gaucho Jobs under the Announcements and Quick Links sections. Information will be provided on REGISTRATION, LOCATION, PARKING, FEES, AND CORPORATE SPONSORSHIP (if available) will be provided.
- II. An email will be sent to all Contacts in the Gaucho Jobs system well in advance of the Career Fair for initial notification.
- III. To check for upcoming career fair events, click on: FAIRS/OCR VISITS

The screenshot shows the top navigation bar of the Gaucho Jobs system. The menu items are: HOME, MY ACCOUNT, CCLD EVENTS CALENDAR, PROFILE, JOB POSTINGS, Resume Books, PLACEMENTS, FAIRS/OCR VISITS/INFO SESSIONS (circled in red), and GAUCHO MENTOR. Below the navigation bar, the user's name 'Eric Hilden @ The Center for Career & Life Development' is displayed, along with a 'Log Out' button. The 'events' link is circled in red. Below the navigation bar, the 'CAREER FAIRS' link is highlighted in the sub-menu. Below the sub-menu, a yellow box displays a warning icon and the text 'No records found.'

- IV. You will be able to sign up for the Career Fair online once the event is posted and made available for registration.

# GAUCHO JOBS How to How to Gaucho Mentor

I. Gaucho Mentor allows professionals ('contacts') to share their academic and professional history with current Saddleback College students.

## II. SIGNING UP FOR GAUCHO MENTOR:

- a. Go to MY ACCOUNT
- b. Click on GAUCHO MENTOR
- c. Complete all required fields
- d. Be sure to make your profile 'Active' so Students can search for you!!!

HOME MY ACCOUNT OLD EVENTS CALENDAR PROFILE JOB POSTINGS Resume Books PLACEMENTS FAIRS/OCR VISITS/INFO SESSIONS GAUCHO MENTOR ?

Eric Hilden @ The Center for Career & Life Development

account NACElink NETWORK software by sympli

Personal Profile GAUCHO MENTOR Password/Preferences ? Help

**Did You Know?**  
You may automatically save your contact info to all participating NACElink schools by clicking on the 'Save And Update Record On NACElink Schools' button. To update your employer profile or for more information about your account, click on the 'Visit NACElink Central' button.

[Visit NACElink Central](#)

\* INDICATES A REQUIRED FIELD

**Contact Information**  
Please provide as much information as possible

Title:   
(Mr., Mrs., Ms., etc)

Salutation:

Enter the contacts full name (first middle last)

Full Name\*:

## III. How does it work?

- a. Students search your profile and click a button to 'Express Interest' in contacting you.
- b. An email is sent to you indicating there is a student interested in contacting you. You can respond to the student directly by email (copy/paste the email address)
- c. You share information with the student.

*Below is what you will see from the Gaucho Mentor screen when students express interest. You can easily see who wants to be contacted and when they expressed interest.*

To view Excel files, you may need [Excel Viewer 2003](#).

**Interested Students**

Batch Options:

Showing  at a time: Items 1-2 of 2

<input type="checkbox"/>	Mentee	Interest Expressed ▾	Type
<input type="checkbox"/>	Michael Engels	Jul 17, 2008 2:55 pm	Student
<input type="checkbox"/>	Jorge M Guerrero	Jul 17, 2008 5:28 pm	Student

Showing  at a time: Items 1-2 of 2