

QuadJobs Employer How-To Guide

Signing up

In order to sign up as an employer on QuadJobs, go to www.quadjobs.com and hover over the SIGN UP button on the home page. Select either HOUSEHOLD or BUSINESS to indicate the use for the account. Next enter your email address and zip code. On the next page you'll enter some basic information about yourself to create your profile. Please note that your address is used for billing and to match students to your job and is not shown to students – they will only see the city and state. Once a job is awarded to a student, only that student will see your complete address.

Posting a job

To post a job, click the Post a Job button on your home page or the thumbtack icon at the top of the screen. Select the job location (remote means the job can be done from anywhere in the country and will be seen by students nationwide) and thoroughly enter all details of the job in the boxes provided. The more details you provide about the job, the better! The last thing you'll do on this page is set the expiry date for the job, which is when the job will no longer be visible to students and it will move to your History.

Next you'll be brought to the payment page where you'll select either the one-time \$7 guest post or a \$35 annual subscription (for households only) OR the \$95 annual business subscription. Then you'll enter your promo code (if you have one) in the appropriate box and enter your payment information. When you use a promo code for a free post, you do still need to enter your card information as a security measure required by our system. Click Post Job and your job will immediately reach students within a 50 mile radius (or nationwide if the job is remote)!

Hiring a student/awarding the job

You will receive email notifications each time a student applies to your job, at which point you can review your applicants' profiles (which act like resumes). To view your applicants, login, click Applicants under your job, and select View Profile under the student you want to learn more about. Next you have the option of contacting the student(s) you are interested in interviewing or hiring for the job. Once you've chosen a student to hire, you'll award the job to the student on the site by navigating to that student's profile and clicking the Award Job button.

Reviewing a student

After the job has been awarded, the employer is able to leave a rating and a review for the student – this step is critical as it helps the student land more jobs in the future. Login, go to History, find the job, and click Give Feedback. You'll then give the student a rating from 1-4, enter the approximate number of hours they worked for you, and write a brief and honest review, ensuring you click Submit when you're done.