Employers

GriffonLink Navigational Explanations

Home: Takes you to your homepage.

My Profile: Takes you to a page where you can edit your employer information and contact information.

Student Search: Takes you to a page where you can enter keywords that search student resumes for matching terms, search for an individual student for employment, or enter a variety of criteria that will allow student matches for the position you wished to be filled.

My Jobs: Gives you a drop-down menu with two options, “Job List” and “New Job.”
**Job List:** Takes you to a page where you can view the jobs that have been posted by your company. Here you can edit a job posting, close job postings, repost a job, view the students applying for a job posting, or report a student as hired.

**Attention:** Any changes made to job postings will have to be reported to the Missouri Western State University (MWSU) Office of Student Employment in order for the changes to take effect and the job to become active. Call 816-271-4292 or email at careerdevelopment@missouriwestern.edu.

**Posting New Job:** Takes you to a page where you can post a new job. A new job posting will have to be approved by the MWSU Office of Student Employment in order for the job to become active.

**Career Events:** Takes you to a page where you can search for MWSU Office of Student Employment sponsored events such as job fairs.

**Calendar:** Takes you to a calendar page. Here you can keep track of how long is left on your job posting and upcoming events such as job fairs.
Report a Hire: Takes you to a page where you can let the MWSU Office of Student Employment know that you have hired one of our students.