Employers

**GriffonLink Job Edits and Reporting a Hire:**

Click on “Job List” from the “My Jobs” drop-down menu.

**Edit job listings:**
Click on the Job ID (the number in the left column of the box) of the posting you wish to change. After editing your job, please allow 24 hours for the change to take place. If the change has not occurred after 24 hours, you may contact the MWSU Office of Student Employment to let them know that a change has occurred to your job posting. If you do not let administration know after the 24 hour period, your job posting may still be in the pending process. Contact the MWSU Office of Student Employment at 816-271-4292.

**Close a job listing:**
Click on the Job ID of the job you wish to close and then click on “Close Job”.
Repost a job listing: Click on the Job ID of the job you wish to repost, after it has been closed. Click on “Copy Job” and then edit the Post and Expiration dates.

View students applying for a posting: Click the highlighted “R” in the “Activity” column. If no students have yet applied for the job, the “R” will not be highlighted.

Report hiring a student/graduate: Click the “P” in the Activity column. The P is highlighted when a student has been reported as hired for the posting.