February 28, 2012

Dear Community Member:

For several years, the Career Center at Messiah College has managed the Students as Resources (STAR) List to assist community members in filling needs for part-time work. Thank you for extending these opportunities to students of Messiah College. The reason for this communication is to inform you of important changes being made to the way in which this service is managed.

In the past, students were invited to sign up to be contacted by members of the community for various opportunities (i.e. childcare, tutoring, cleaning, household jobs, etc.). This process involved compiling a list of interested students and their contact information. The list was routinely distributed to interested community members, which placed responsibility in their hands to reach out directly to students.

Effective immediately, the STAR List will now be managed through our online job search management system, “FalconJobs.” What this means is that, rather than receiving a list of student names and contact information, you will need to post your job online to this system accessed by Messiah students. If a student is interested in your opportunity, he or she will contact you directly with the information you provide in your FalconJobs account. Step-by-step instructions for posting jobs through this system are included. In addition, we will compile a listserv of students interested in these types of opportunities and send out a “Weekly Job Update,” as a way of consistently making students aware of opportunities posted by community members.

There are several reasons for implementing these changes, including the following:

1. Streamlining the process to be consistent with the posting of professional employment opportunities to the Career Center’s online system.
2. Protection of student contact information so as to be in accordance with College policies.
3. Elimination of redundant outreach calls to students who have already secured an opportunity or who are no longer interested in being contacted.

Our hope is to continue providing this valued service to our community members in an effective and compliant manner. We apologize in advance for any inconvenience this may cause you. If you have questions or need further clarification on the new process, please contact the Career Center at 717.691.6016.

Kind regards,

Christy Hanson
Director of Career Development
STEP-BY-STEP INSTRUCTIONS FOR POSTING A JOB FOR STUDENTS USING “FALCONJOBS”

1. Go to the Career Center website: [www.messiah.edu/career](http://www.messiah.edu/career)

2. Click on FalconJobs link in the upper right hand corner of the page.

3. Read the Recruitment Policy and Practices; then click on the link for “Employers.”
4. Click the “Click Here to Register” button; this process will walk you through creating a personal account.

5. Click “Can’t Find Your Organization?”
6. Fill out the profile page. On your profile page, there will be an “Organization” box. **Put your first and last name** in that box. You do NOT need to fill in the website address box.

7. Under the Industry box, select the “Part-time/Non-Professional” Classification
8. Fill in your information and click “Register.”

TO POST YOUR JOB

Once you have completed your profile, you will only need to enter your username and password on the log-in page. You will automatically be taken to the page where you can click on the “My Jobs” link to add more jobs or delete the job(s) that you have posted.

1. Post your job(s) by clicking on the “My Jobs” link. Be sure to click the “Save” button after you enter the job information.