

Employer Guide to Using the Community Opportunities Database (CODa)

Go to: www.evergreen.edu/coda

~EMPLOYER INFORMATION~

New User Registration:

In order to create an account, first find your Organization or set up a new one, then add your Contact information.

- Go to »CLICK HERE TO REGISTER A NEW ACCOUNT«.
- Search for your organization (*as it might already be in CODa*) select it, then click CONTINUE.
- ✓ To set up a new organization, click CAN'T FIND YOUR ORGANIZATION.
- Enter your information (*required fields are marked with an asterisk **) then click REGISTER.
- Next, follow the steps listed below to Create a New Job.

Note: You will be placed into a pending status when you create an account and/or a job. An administrator will review the account and approve it, or contact you, within 2 business days.

Existing Users:

Enter your Username and Password, then click LOGIN.

Update Your Profile:

Go to MY PROFILE, then click [EDIT] on the right, to update your **Employer** or **Contact Information**.

~JOB INFORMATION~

Create a New Job:

Go to MY JOBS & OPPORTUNITIES, and select CREATE NEW JOB OR OPPORTUNITY from the drop down menu.

- Fill out as much information as possible to make the job posting complete (*required fields are marked with an asterisk **) then click SAVE.

Note: In the “Application Instructions” box, explain how to apply for the position.

*At the bottom of the **Posting Information** section, there are two fields that you want to review:*

- For “Show Contact Information”, if you choose **NO**, then your contact information will be unavailable to viewers.
- For “Allow Applicants to Submit Resumes Online”, if you choose **YES**, individuals can send their resume to you via CODa (You will receive an email notification of interested applicants along with their resumes).

Update Your Jobs:

Go to MY JOBS & OPPORTUNITIES and select MY JOBS & OPPORTUNITIES LIST from the drop down menu.

- Click on the **Job Title** you want to edit.
- Click [EDIT] on the right, to update your **Position** or **Posting Information**.

Note: After updating a posting, a staff member will review the changes within 1 business day.

~FIND A STUDENT~

Search for a Student:

Go to STUDENT SEARCH, and select any “Subject Areas” and/or “Job Preference” of interest, click SEARCH.

- To widen the scope of possible applicants and resumes, click RESET, then click SEARCH.

Once your search is complete, you can sort by year in school, available resume and even select a set of resumes to be emailed to you.