

## Employer Partner Jobs List – User’s Guide



Click [here](#) to access the Employer Partner Jobs List.

### Using the Searchable Database

Our new Searchable Database allows for a much more customizable experience for creating custom job lists for our selected Employer Partner jobs. You can do this by using the filters, which are to the left of the embedded workbook (the data area located inside the webpage).

You can use any or all of the filters, or just leave the settings as-is to see the entire list.

#### Select a Region

- (All)
- East Central
- Northeast
- Northwest
- Southeast
- Southwest
- Statewide
- Work From Home

#### Select Job Categories

#### Filter By Employer

#### New Job Y/N

- (All)
- No
- Yes

**<- Region** – you can select single or multiple regions. To do this, you will first need to click the checkbox under “All” to deselect all regions, then select the region(s) you want to see. You will also need to follow this procedure to select multiples from the filters below.

**<- Job Categories** – choose from different job categories, such as manufacturing, retail, etc.

**<- Employers** – choose which employer(s) job offerings you want to see

**<- New Job** – choose whether you want to see only jobs added to the list most recently (Yes), jobs that have already been on the list a while (No), or both (All).

## Clickable Hyperlinks

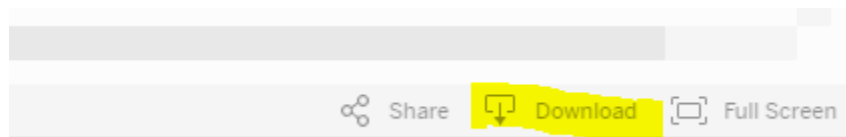
Once you have made your filter selections, and find a potential job match, you can click on the website link to go to the careers website for that employer. To scroll down inside the workbook and make selections, make sure you hover your mouse inside the workspace/data area where the jobs are listed prior to scrolling.

Job Category	Employer	Website
Distribution Center/Warehouse	Delta Apparel, Inc.	<a href="https://www.indeed.com/q-Delta-Apparel-l-Ohio-jobs.html">https://www.indeed.com/q-Delta-Apparel-l-Ohio-jobs.html</a>
	Dollar General	<a href="https://jobs-dollargeneral.icims.com/jobs/search?ss=1&amp;s..">https://jobs-dollargeneral.icims.com/jobs/search?ss=1&amp;s..</a>
	FedEx	<a href="https://careers.fedex.com/fedex/">https://careers.fedex.com/fedex/</a>
	HomeGoods - TJX	<a href="https://jobs.tjx.com/content/Global-Search-/?locale=en_US">https://jobs.tjx.com/content/Global-Search-/?locale=en_US</a>

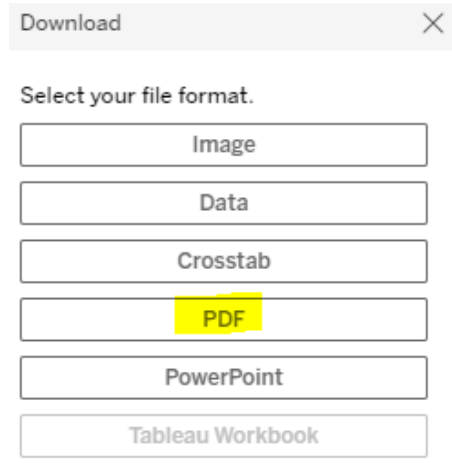
## Saving Your Selections

If you want to save a particular list, you have several options to download the list. The most useful of these is as a PDF.

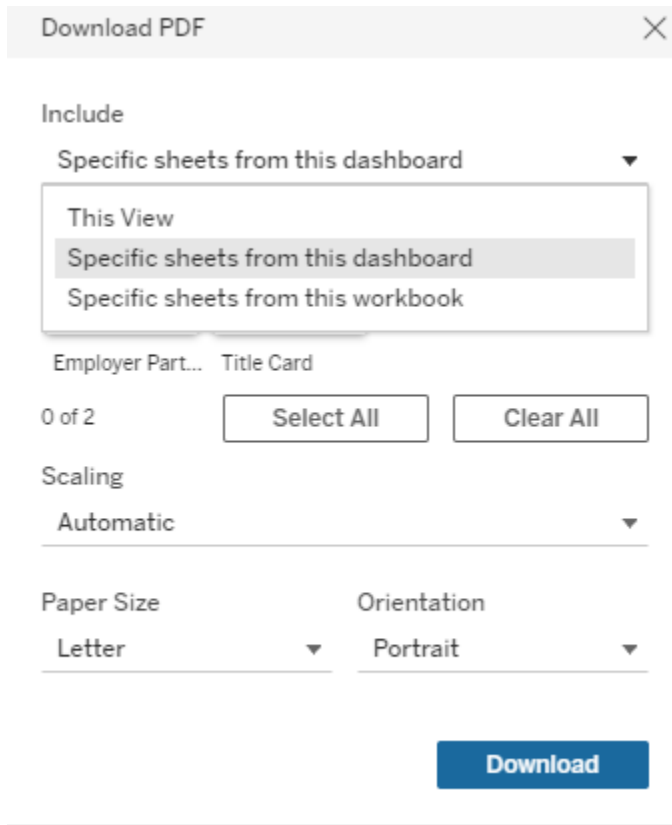
First, click on “Download” at the bottom-right corner of the embedded workbook (the data area located inside the webpage).



Then click on “PDF” in the dialog box that comes up.



To make sure the links are clickable, click on “Specific Sheets from this Dashboard.”


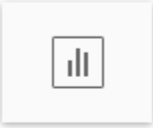


Then choose “Employer Partner Jobs List” and click “Download.”

Download PDF ✕

Include

Specific sheets from this dashboard ▼

Employer Part... Title Card

1 of 2 Select All Clear All

Scaling

Automatic ▼

Paper Size Letter ▼ Orientation Portrait ▼

Download

Your PDF will then be generated and available for your download.