Employer Services March 2013

Now That You’ve Hired an IPFW Student or Alumni—What’s Next?

Congratulations! You have hired one of our talented, prepared IPFW students or alumni. We are excited and you should be too! What should be your next step? Please take a moment to enter your new hire in the Placements section of your IPFW JobZone account. IPFW Career Services is required to report student hire information to the U.S. Department of Education. By completing the Placements section, you provide us with the important information that we must submit.

How do you complete the Placements section? Once you log into your JobZone account, click on the Employment tab. This will take you to the Placements section. Next, click on the “Add New,” and you will then be able to enter the required information regarding your new hire. This information will include:

- Placement Type: Such as full-time, part-time, etc.
- Student’s Name
- Start Date
- Job Title
- Number of Hours per Week
- Compensation Type: Such as hourly, salary, etc.
- Wage:

There is other information requested on the Placements form such as semester, department/division, work email, work phone, etc. While this information is not required, it is helpful to us. At the close of your job posting on IPFW JobZone, you will receive an automatic reminder regarding entering your placement. A direct link to the Placements section is provided in the email.

If you have any questions, contact Christine Force, On Campus Recruiting Coordinator at forcec@ipfw.edu or 260-481-6640.