Colonial Courtesy Job Posting Instructions

Step 1: Create a job and account on GWork

1. GW faculty and staff, graduate students, and campus neighbors can go to the GWork job-posting website to create an account

2. Under “Register,” select, “Register And Post Job At GW (Free)”

3. Fill in the form as follows:

   Company Name: Colonial Courtesy-Job (ex: babysitting, dog walking)
   Overall Company Size: 1-4 Employees
   Sector: For Profit
   Industry: Other
   Description: This is a description of your “company”. Please just provide one sentence about your relationship to GW, ex: graduate student; staff; faculty; or neighbor
   Contact Information: Please make sure that all required fields are filled out
   Contact Type: Click on “post jobs”

4. Enter the phrase in the generated image and click “Next”

5. Fill in the form as follows:

   Third Party Recruiter: Yes
   Position Type: Temporary Job
   Position Title: Say what the job task will be, ex: dog walker; computer assistance; babysitter; etc.
   Number of openings: 1
   Position Functions: Either say, “other” or you may choose to add your own
   Desired Experience: 0-2 years
   Position Description: Give description of the job that needs to be completed
Qualifications: Say, “None” or put necessary qualifications, ex: knowledge of computers; ability to lift heavy boxes; etc
Default email: either leave blank or put in another address
AAP Generation: No
Desired Majors: All
Compensation: Hourly wage

6. Once you register as an employer and post your first job through GWork you will receive a confirmation email from gwu-csm@symplicity.com. This email will both confirm you are a registered employer and your job has been successfully posted. Please allow 24-48 hours for the initial confirmation.

Step 2: Contact and choose your applicants
7. You will receive an email each time a GW student applies for the posted position. At this point, it is up to you to review each application and contact students for further communication.
8. Once you have filled the position, please log back into GWork and close the posting.

Tips for a successful experience:
- Post jobs early to allow time for the approval process.
- Please keep the academic calendar and location of the jobs in mind when posting.
- Do not hesitate to ask students for resumes/referrals/references when appropriate.
- Be upfront about expectations and payment.