

Employment Reporting Module - MBA CSEA & Advanced

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Overview This module utilizes a "wizard" approach for easy student entry of this critical data. The students start by responding to a single question about their overall job reporting status, and then are stepped through additional screens based on their responses. While schools have a great deal of flexibility in terms of the number and content of the entry screens, the process typically ends with job offer screens where students fill in the critical information about their job offers and acceptance. The advanced reporting GradLeaders Career Center configuration will collect all needed data to meet MBA CSEA reporting standards, and facilitate the schools reporting to outside publications. The admin module provides view/edit capability for all employment reporting data provided by the student; admin users may input the data themselves if their business process allows for it. Admin users may also run a variety of reports as needed, including dozens of variations of Salary/Bonus reports, Source of Offers, Job Status reports, and more. Additionally, there is a comprehensive data export available so that the administrator can take the data out of GradLeaders Career Center and manipulate as needed.

Optional Settings Auto Correct With Auto Correction enabled for a reporting year, a candidate's job reporting status will automatically be changed to 'Accepted' if they enter a job offer and mark that offer as having been accepted. However; this feature will only change the status of a candidate who has a job reporting status that is equivalent to 'Seeking'. If a candidate is not seeking a job, and they mark as job offer as having been accepted, then their job reporting status will not automatically be changed to 'accepted'. *Note: The Auto Correct feature does not currently function when the Undergraduate Year setting is being used.

Force Initial Employment Reporting Status The Force Initial Employment Reporting Status controls how often a candidate will be directed to the Job Report Status selection page where they can update their job reporting status. This option directly routes the candidate to this page without a prompt and they are not able to cancel out of the page.

Enforce Status Change Every 'X number' of Days The Enforce Status Change Every 'X number' of days determines how often candidates will be routed to the Job Status Selection page. This setting is dependent upon the Force Employment Reporting Status setting being enabled, and can be set differently for each class year defined in the current reporting year.

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