



Tip Sheet: Using Employer Search in Seamless WBL

The Employer Search area contains a directory of employers who have expressed an interest in working with your school. Listings in this area were entered by your school, district administrators, or by the companies themselves. This area is searchable by every educator who has an account with your school.

This is a great place to find employers to add to your My Partners page.

Searching the Employer Directory

On the Employer Search page, you will see a sortable list of companies. Use the arrows to sort the columns. You can also narrow down the list by using the “Search Employer By” section on the right hand side of your screen. You can search by the following criteria, selecting more than one if you wish:

- ◇ Organization name
- ◇ Industry sector
- ◇ Contact
- ◇ City
- ◇ Type of WBL activity this company is associated with

If you have searched, you’ll have a reduced list of qualified employers; if not you’ll have access to the complete list. In either case, clicking on the name of an employer will take you to their full listing in the directory.

Employer Directory Listing

Clicking into a record will show you the **Employer Details** tab, which includes contact information for one or more representatives of the organization, and a list of the ways in which the company would like to work with you and your students. The “Notes” field may also contain additional information on the employer. In addition, there is an “Internal Notes” field which may contain notes from your administrators that cannot be seen by the employer.

Your administrators has the option to give you access to the **Contact History** tab. If you do have access, you will see a history of all of the contact history your organization has made with this employer.

The **Employer Documents** tab contains a list of any additional documents your administrators shares with you.

Search Employer By

× Architecture & Construction

All ▾

Guest Speaker ▾

Once you are ready to begin working with an employer, click the **Copy to My Partner Area** link at the bottom of their listing to add them as a partner. If there is more than one contact listed, you can copy one or more of the contacts to your My Partner area. Once a contact is in your My Partners area, you can add them to your advisory board(s) or invite them to work-based learning activities.

[Copy To My Partner Area](#) |

[BACK](#)

Employer Directory Listing - Employer Details

The screenshot displays the 'Employer Search' interface for 'AZ Electric'. The page includes a navigation sidebar on the left with options like Dashboard, Partners, WBL, Advisory Boards, Reports, Students, General Resources, Email Broadcast, Knowledge Base, and Fillable Forms. The main content area is titled 'Employer Search' and shows the 'Employer Details' tab selected. At the top right, there are links for 'Switch To Administrator Dashboard', 'Help', and a user profile for 'Brett'. A breadcrumb trail reads 'Dashboard > Employer Search > Employer Details'. The 'Created Date' is 07/19/2021. The page is divided into three sections: 'Application Details', 'WBL Contact', and 'List of opportunities'. The 'Application Details' section contains a table with fields for Employer Company Name, Employer Tag, Phone Number, Website, Address Line 1, Address Line 2, City, State, Zip, and YouScience Employer ID. The 'WBL Contact' section contains a table with columns for Name, Job Title, Email Address, and Phone Number. The 'List of opportunities' section lists various roles and activities such as Guest Speaker, Internship, Job Shadow, Panels/Mock Interviews, and Site Visit/Company Tour.

Application Details

Employer Company Name	Employer Tag	Phone Number	Website
AZ Electric	Architecture & Construction, Background check - approved	410-999-1313	azelectric.com
Address Line 1	Address Line 2	City	State
135 Smithville Lane	Suite 300	Johnson City	Tennessee
Zip	YouScience Employer ID		
32339			

Company Description
AZ Electric was founded in 2009 by Casey, who is a former teacher at Smith High.

Internal Notes
Another note here.

WBL Contact

Name	Job Title	Email Address	Phone Number
Bill Jester	Manager	bill@azelectric.com	
Casey Steagel	President	Casey@AZElectric.com	410-999-1313

List of opportunities

- Guest Speaker**
Interested in talking about careers in this industry.
- Internship**
We'll accept interns in the Spring.
- Job Shadow**
Qualified students are welcome to ride along with one of our electricians.
- Panels/Mock Interviews**
Employees can come in to discuss careers, the state of the industry, and other topics. Can also participate in mock interviews.
- Site Visit/Company Tour**
Willing to host site visits on Mondays and Fridays in the winter and spring months.

At the bottom right of the main content area, there is a link [Copy To My Partner Area](#) and a [BACK](#) button.

