

COMPANIES SEEKING VOLUNTEER HELP

Want to Pull Great Talent into Your Early-Stage Tech Start-up AT NO COST TO YOU?

Attend the People to Business (P2B™) Meet-Up

Presented by:
NJ Technology & Entrepreneurship Talent Network

When: Monday April 21, 2014 2:00 pm – 6:00 pm

Where: NJIT Campus Center Atrium, University Heights, Newark, NJ 07102

Pre-registration Required – Deadline is Friday, April 4, 2014

Why Your Company Should Attend:

- Meet pre-screened, highly qualified professionals (middle and top level) willing to VOLUNTEER and help your company grow

What You Need To Do:

- On or before April 4th go to <http://prod.iq4.com/invitation/p2bemp> and tell us about your talent needs so we can connect you with appropriate professional volunteers. We recommend using Firefox or Chrome. Any questions contact: support@iq4.com

Benefits of Working with Pre-Screened Volunteer Professionals:

- Great opportunity to grow your business at NO COST
- Volunteers available to help you with marketing, accounting, sales, advertising, finance, IT, and more
- Assign volunteers to your tasks for a few hours, entire week and more

For additional information, please contact:

Dr. Michel Bitritto, NJ Technology & Entrepreneurship Talent Network Director. 973-596-5423,
michel.bitritto@njit.edu

Have a Job Opening?

Post at: www.jobs4jersey.com

P2B™ is a trademarked program developed by NJIT and the Enterprise Development Center Technology Business Incubator. <http://www.njit-edc.org/>

Next Steps After Registering: Once you have registered at <http://prod.iq4.com/invitation/p2bemp>, please read the following instructions:

Note that the second time you log into the system go to www.iq4.com and login with your User ID and Password.

We recommend Firefox for the best possible iQ4 experience

iQ4 supports: Firefox 3.6+, Google Chrome 12+
(Limited support for Internet Explorer 9+)

1. From the Welcome Page press the “*Go to My Jobs List*” button (bottom of the window) or select the “*jobs*” tab in the main navigation bar.
2. Once in “*jobs*” select the “*New Job*” button, which will take you to the “*Create a New Job*” page. On this page enter a job or project name, your company name and a brief description of the job or project.
3. Then select the “*Next Skills*” button, which will take you to the “*Skills*” page.
 - a. Enter up to 10 skills for the job or project by pressing the “*Categories*” button and then double clicking on each selected skill or by pressing the “*Go*” button. THE MOST IMPORTANT CATAGORIES ARE THE CAREER SKILLS (e.g. java) AND ENTREPRENURAL. Double clicking or “*Go*” will open a checklist of sub-skills. Check those that are relevant.
 - b. YOU CAN ALSO SEARCH FOR SKILLS in the “*QUICK ADD*” search box, type in a description of the skill you are looking for and select “*add*” once you find the skill.
 - c. Each time you check a sub-skill, it will be displayed in the “*Category/Skills/Required*” box on the right side of the screen. Note that all of the listed skills open with the “*Required*” box checked. **Remove the required checks for any skills that are not absolutely required.** Non-required skills will still be used in the matching process but required skills will only be matched if a volunteer lists that specific skill. Less required skills are better!
4. Select the “*Next-Details*” button, which will take you to the “*Job Details*” page. Fill out the page but leave “*Pay Rate*” at zero,
5. Select the “*Next – Location*” button and fill out the “*Location and Contact*” page. Be sure to hit publish when you are satisfied that your job is complete. **Do not press the “*Archive*” button.**
6. If you have additional jobs, press the “*Jobs List*” button and then press the “*New Job*” button. Follow steps 2 to 5 for each new job. **Again, remember not to press the “*Archive*” button.**

Your jobs data will be saved automatically by advancing to the next tab or if the system requires you to save the changes made to your jobs, you will be prompted to do so.

If you have any questions or problems, please direct them to support@iq4.com.