

# Youth Apprenticeship Portal



## Dashboard

Your central hub for managing applicants, posting jobs, and accessing valuable resources.

The dashboard features a sidebar with navigation options: Dashboard, Applicants, Jobs, Messages, Settings, Help, and Latest News. The main content area includes a greeting 'Hello, Lisa!' with a 'Logout' link. Two primary action cards are visible: 'Post a New Apprenticeship' and 'Review All Applicants'. A 'Resources' section lists links for Employer Timeline, Employer Overview, Advantage of a Short Attention Span, Advocate for You, and another Advantage of a Short Attention Span link. Below these is a 'Favorite Applicants' section with a table header (Name, Career Pathway, Preferred Program, High School, Actions) and a message stating 'You don't have any favorite applicants'.

## Applicants

You can view and manage potential applicants by filtering them based on pathways and location. Review their applications and take actions such as favoriting, rejecting, messaging students, or adding notes for better organization.

The 'Applicants' page shows a list of applicants under the heading 'All Applicants' (Showing 1-10 out of 12). An orange arrow labeled 'Filtering Options' points to the filter controls: Start Date, End Date, Pathway, County, Search Applicant, Save Search, and Clear all. Below the filters is a table of applicants. An orange arrow labeled 'View, Favorite or Reject Applicants' points to the action icons (eye, heart, and trash) for the first applicant, Beverley Test Student.

Name	Career Pathway	Preferred Program	County	High School	Grad Year	Actions
Beverley Test Student	Education & Training	Early Childhood Education	Washington	Kettle Moraine Lutheran	2026	View, Favorite, Reject

The profile page for 'Beverley Test Student' (Active) includes a 'Contact Info' section with fields for Student School, Email, Student Personal, Email, Student Phone, Number, Receives SMS (Yes), Texts, County (Washington), Driver's License, and Reliable. A 'Write a Message' section has a Subject dropdown, a text area with 'Thank you for applying!', and a 'Send' button. A 'Notes' section is also present at the bottom.

Message Applicants or Reach Out Using Their Contact Information

# Jobs

In the Job tab, you can create and manage job postings, including active and inactive listings. You can also link your job posts to your website or an email address for seamless applicant engagement.

The screenshot shows the 'Youth Apprenticeship Jobs' portal. On the left is a navigation sidebar with options: Dashboard, Applicants, Jobs (selected), Messages (0), Settings, Help, and Latest News. The main content area is titled 'Youth Apprenticeship Jobs' and includes a user profile for 'Lisa Break' with a 'Logout' link. Below the title are tabs for 'Active Jobs' and 'Inactive Jobs'. A 'Start Here' label with an orange arrow points to a green 'New Job Post' button. Under the 'Active Jobs' section, two job listings are visible: 'Test Welder' (CESA 6 - Business Administration) and 'IT Support Specialist' (CESA 6 - Information Technology). The 'Test Welder' listing includes a 'Human Resource Professional' tag, a salary of '\$10 - \$17/hr', and an 'Edit Post' button. The 'IT Support Specialist' listing includes a detailed description of the role and its essential functions.

## Next Steps

Unlock the full potential of the Youth Apprenticeship Employer Portal! Gain access to these exclusive features and resources by completing this form: <https://cesa6.jotform.com/243403404611039>.

-  Streamline your involvement
-  Manage apprenticeship opportunities
-  Connect with motivated students

Don't miss out — sign up today!



# Jobs

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- Dashboard
- Applicants
- Jobs**
- Messages 0
- Settings
- Help
- Latest News

## Youth Apprenticeship Jobs

Here's the latest something something.

Lisa Break   
Not you? [Logout](#)

[Active Jobs](#) [Inactive Jobs](#)

Start Here

[New Job Post](#)

### Active Jobs



#### Test Welder

CESA 6 · Business Administration

Weld and other shop duties

Human Resource Professional

\$10 - \$17/hr Approx 25 hrs/wk  
5/26/25 - 8/30/25

[Edit Post](#)



#### IT Support Specialist

CESA 6 · Information Technology

The Information Technology (IT) Support Specialist will provide front-line technical support to internal staff, ensuring smooth operation and resolution of IT-related issues. This role involves handling routine support tasks, troubleshooting hardware and software problems, technology procurement, inventory/software management, and assisting with various IT projects. The IT Support Specialist will report directly to the IT Manager. ESSENTIAL FUNCTIONS: Help Desk

Create Your Company Profile

## Settings

Ensure your information is up-to-date

[Account](#) [Search Preferences](#) [Company](#)

### Company Settings

Company Logo



Upload profile image

2 MB file size maximum.  
Allowed file types png, jpg.

[Choose File](#) No file chosen

Company Name

CESA 6

Company URL

CESA6.org

Company HQ Address

2300 State Road 44 Oshkosh WI 54904

County

Winnebago

Multiple Locations

Yes  No

Complete Your Profile With Your Logo and Company Information