EMPLOYER QUICK START GUIDE TO NAVIGATING HIRED

Managing Your Account

- After logging in, click on the Account tab at the top of the page. Fill in personal information as desired.
- The Password/Preferences tab is where you can change your password.
- The Activity Summary tab is where all events performed by the contact are listed.

Profile

- You can provide students with important information about your organization in the Profile tab.
- Information you can offer includes industry and service/product and organization overviews.
- The Key Statistics, Company Culture and Logo tabs allow you to provide more in-depth knowledge about what your organization’s environment is really like.

Calendar & Events

- The Calendar section displays all events related to the Contact such as information sessions and on-campus interviews.
- Using the calendar, you can also add in any events and other items you want. In the Day or Week view, just click on a time slot to enter an event or item.
- The Events tab displays career fairs. Contacts may click the Register button next to the event under the Career Fairs tab.

Posting Jobs & Finding Candidates

- To post job or internship listings, click on the Jobs tab and select “Add New”.
- If you are re-posting a previously entered job, select it from the “Copy Existing” drop down menu.
- When selecting Position Type, do not select FEP Internship unless you plan to participate in the Field Experience Program, sponsored by the Graduate School of Education. (For more information on the FEP Program, visit http://www.gse.harvard.edu/fep).
- In the category Resume Receipt, select “Other” to enable the How to Apply box to appear. In this box, you can give application instructions. If you select Email, applicants will be able to send you resumes directly from the job posting, which you will receive as PDF attachments.
- You can search for student resumes under the Resume Books tab.

On-Campus Recruiting

- If you are interested in on-campus recruiting, contact the Office of Career Services by calling 617-496-3313 or emailing careers@hds.harvard.edu.