EMPLOYER QUICK START GUIDE TO NAVIGATING HIRED

Creating an Account:
- You can either sign up and post a job later, or sign up and post a job simultaneously. All accounts and jobs are subject to the approval of the Harvard Divinity School Office of Career Services.
  - To Sign Up:
    - Enter your company information as well as a contact person and then press submit.
    - Once you have submitted your information, a member of our team will review your request and approve your account.
    - After approval, you will receive an email from Hired detailing how to access your account, update your profile, and post a job.
  - To Sign Up and Post a Job:
    - Enter your company information as well as a contact person and then press submit.
    - Then, enter job information in all fields marked by an *, and select done.
    - You may add another job at any time by following the instructions below.

Profile
- You can provide students with important information about your organization in the Profile tab.
- Information you can offer includes industry, service/product, and organization overviews.
- The Key Statistics, Company Culture and Logo tabs allow you to provide more in-depth information 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.
- 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 “Post a Job”.
- If you are re-posting a previously entered job, select it from the “Copy Existing” drop down menu.
- In the Resume Receipt category, 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.

Contact Us:
- If you have any questions regarding Hired, please contact the Office of Career Services by calling 617-496-3313 or emailing careers@hds.harvard.edu.

www.hds.harvard.edu/careers