QUICK START GUIDE TO NAVIGATING HIRED

Logging In
- Go to https://harvard-divinity-csm.symplicity.com/students
- You will be redirected to the HarvardKey login page. Enter your HarvardKey login and password.
- If you have any trouble logging in, please contact us at careers@hds.harvard.edu

Creating your Profile
- After logging in, click on your picture and name on the right top corner of your screen. Fill in personal information as desired. Be sure to select Publish on the right hand side of the screen when you’ve ready to share your profile.
- You can input Education, Experience, Skills & Competencies, and Projects as well as a brief Personal Statement.
- You also have the option to upload your resume or CV.

What’s New
- Important Information about upcoming Career Services events and resources will be posted in your Home, as well as alumni and community career-related events.
- You can also find information about trainings, office hours and relevant deadlines.

Uploading Documents
- The Documents tab is where you can upload documents such as resumes to your profile.
- After clicking on the tab, click, “Add New” to upload and browse for the file. Label the document and select a type (Resume, Cover Letter, etc.) Hit “Submit” Documents must first be uploaded here before being submitted to a job posting.
- Hired can convert your uploaded documents into .pdf format.

Searching for Jobs and Internships
- To search all job listings, click on Search Jobs link on the right side of your screen under Shortcuts. This is most direct way to access jobs that are most applicable to HDS students.
- You can narrow your search with the various drop-down menus available – Position Type, Industry, Geographical Area, and more. From these searches you can Create Job Alerts by clicking the button the right of the screen. You can edit the frequency or parameters of your Job Alerts via the link on the Job Postings page, near the filter options.
- Hired will provide suggestions for jobs based upon your career interests, jobs you’ve viewed, and previous searches. These will appear in carousels under the Discover tab

Receiving Notifications
- To make sure you are receiving updates from Hired turning on your email and text alerts. Click My Account on the left side of the screen and select Privacy. Click yes, for the Receive Email Notifications, and Enable Text Message Alerts selections.

Employers
- The Employers tab is where you can see profiles for all active employers. You can create a favorite list to track employers you like by clicking the star symbol on the right side of the page. You can also do a keyword search for employers.
- Clicking on an employer’s name will pull up its profile as well as any jobs it currently has open.

Document Library
- Under the Resources menu on the left of the page is a link for the HDS Document Library. Clicking on that link will take to you a page of resources and sample documents.
- This link also contains our “Tip Sheets,” specially designed for HDS students to assist in answering many of your career development questions and concerns.

www.hds.harvard.edu/careers