



## QUICK START GUIDE TO NAVIGATING Hired

### Creating your Profile

- After logging in, click on the **Profile** tab at the top of the page. Fill in personal information as desired.
- Click on **“Academic Information”** to fill in such items as your graduation date, program, etc. Clicking on the **“Program”** drop down, then clicking **“Education”**, then selecting EdM or EdD will enable you to select your program. Be sure to **save** your entries.
- The **“Password/Preferences”** tab is where you can change your password.

### Uploading Documents

- The **Documents** tab is where you can upload documents like 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.**

### Searching for Jobs and Internships

- To search job listings, click on the **Jobs** tab. You can search by the filter on the initial Jobs page or select the **“Advanced Search”** tab for a more detailed filter.
- To search for **internships**, select **“Internship”** under the **“Position Type”** drop down menu.
- You can set up **Search Agents** from the “Advanced Search” page. To create a new agent, first select the criteria the search agent will be based on. Once chosen, type a Search Agent title into the **“Save As”** field and click the checkbox to save it.
- You can schedule the Search Agents to run on a set date and send you the job list automatically by selecting the **Schedule** button in the **Options** column once the Search Agent is created.

### Employers

- The **Employers** tab is where you can see profiles for all active employers. You can create a Favorites list to track employers you like by clicking **“Add Favorite”** 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.

### Events & Calendar

- The **Events** tab enables students to view all events associated with the Career Services Office and RSVP to those events that require it.
- The **Calendar** tab displays all events for which students have signed up.
- 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.

### Signing up for 15 minute “quick questions” time slots during CSO staff Office Hours (during academic year only)

- Click on the Shortcut for “Career Services Office Hours” on your Hired home page.
- Follow on-screen instructions on how to view available days/times for 15 minute sessions.