



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 and Finding Candidates

- To post job 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. See the FEP website at <http://www.gse.harvard.edu/fep> for more information on the program.
- 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**, students 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 CSO’s Recruitment Coordinator Loc Truong for assistance at 617-495-3427.

Field Experience Program

- The **Field Experience Program** tab displays all FEP records associated with the employer.
- Employers can fill out evaluations of the student and the Field Experience Program in this section.

For more information, contact Career Services -
617.495.3427
cso@gse.harvard.edu
www.gse.harvard.edu/about/administration/careers/
025 Longfellow Hall

