



GRADLEADERS
Career Center

for

EMPLOYERS

recruiting students + alumni

how to

RECRUIT ON-CAMPUS

a step-by-step guide to Posting Jobs, Searching Candidates, and On-Campus Requests using the GradLeaders Career Center portal for employers



last updated April 13, 2018

for more information visit [GradLeaders.com](https://www.gradleaders.com)



For Employers

STEP-BY-STEP GUIDE

How to recruit students and alumni from schools using career services technology powered by GradLeaders.

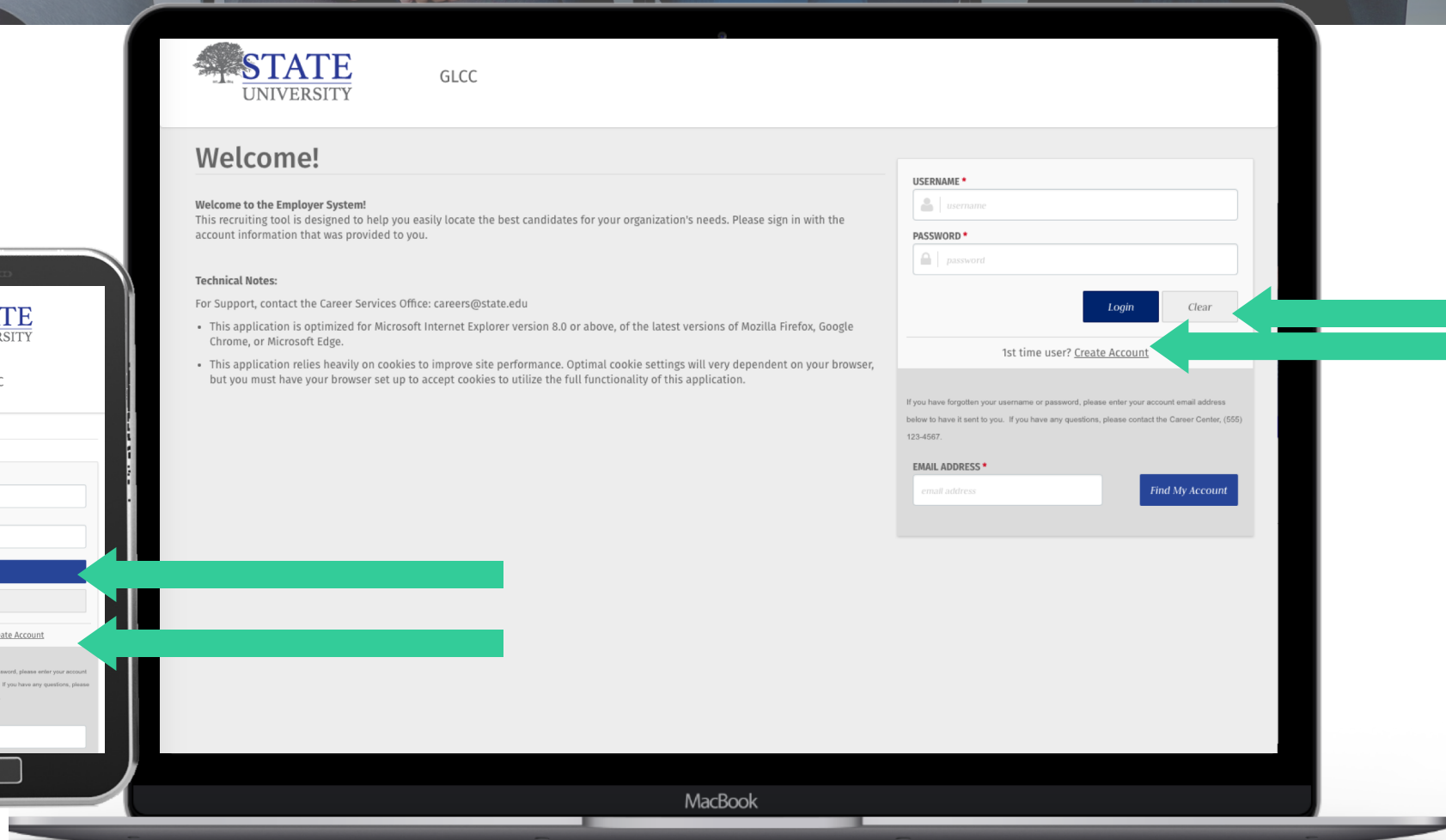
This step-by-step guide walks you through the step-by-step process of .

- Creating an account.....page 3
- Posting a job.....page 7
- Searching for candidatespage 11
- On-campus requestspage 10

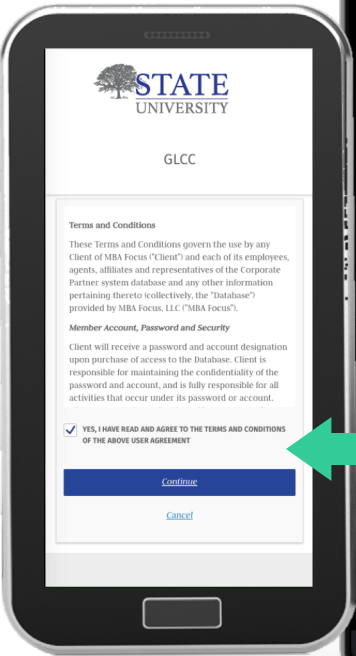
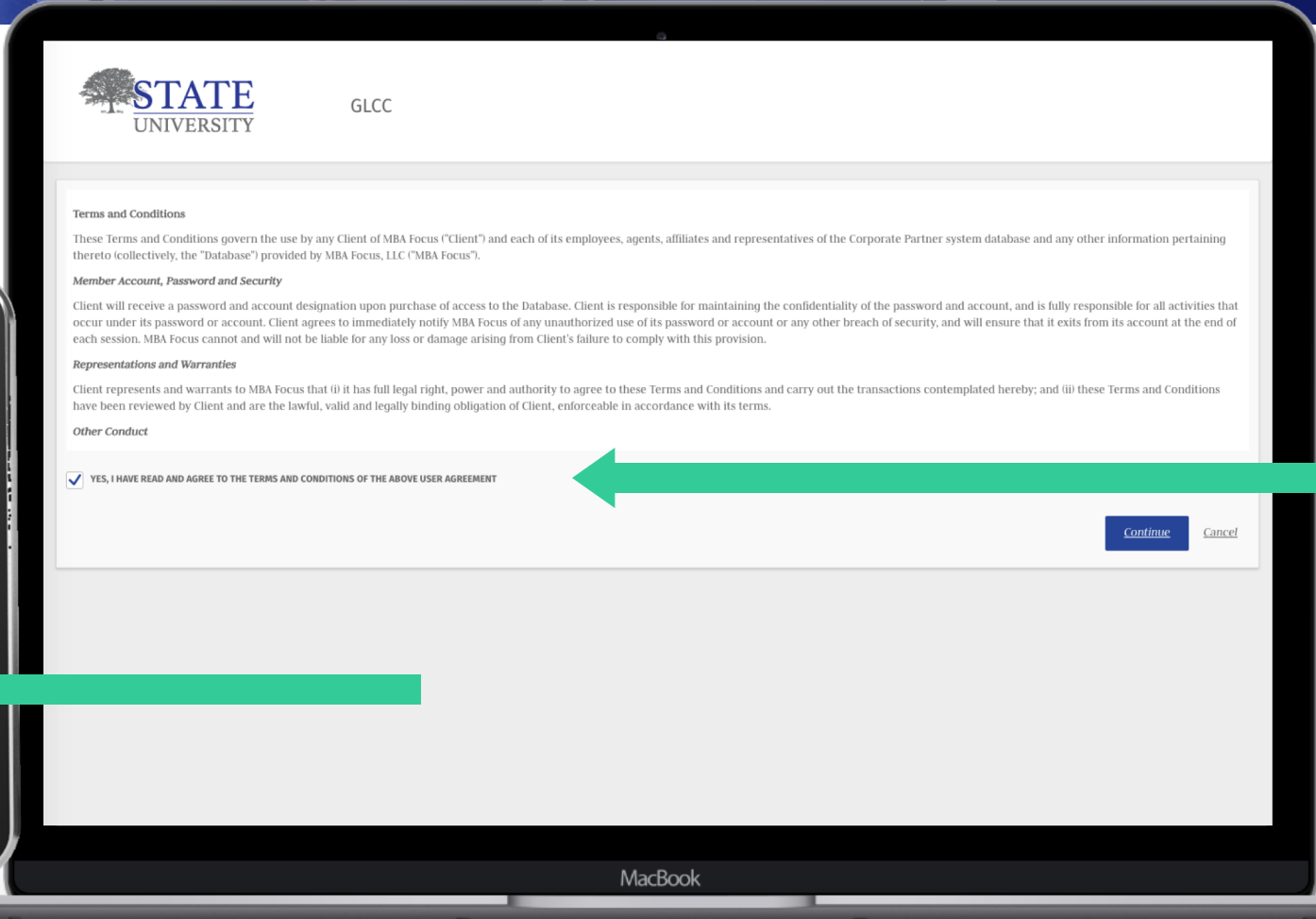
Technical Notes:

This application relies on the usage of internet cookies. Optimal cookie settings will vary depending on your browser, but you must have your browser configured to accept cookies to use the GradLeaders application. Currently, GradLeaders supports Internet Explorer, Mozilla Firefox, and Google Chrome.

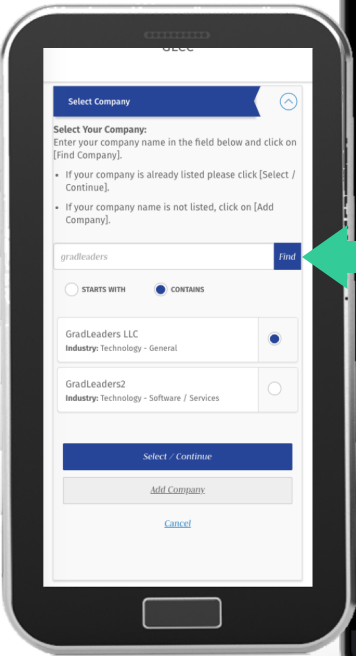
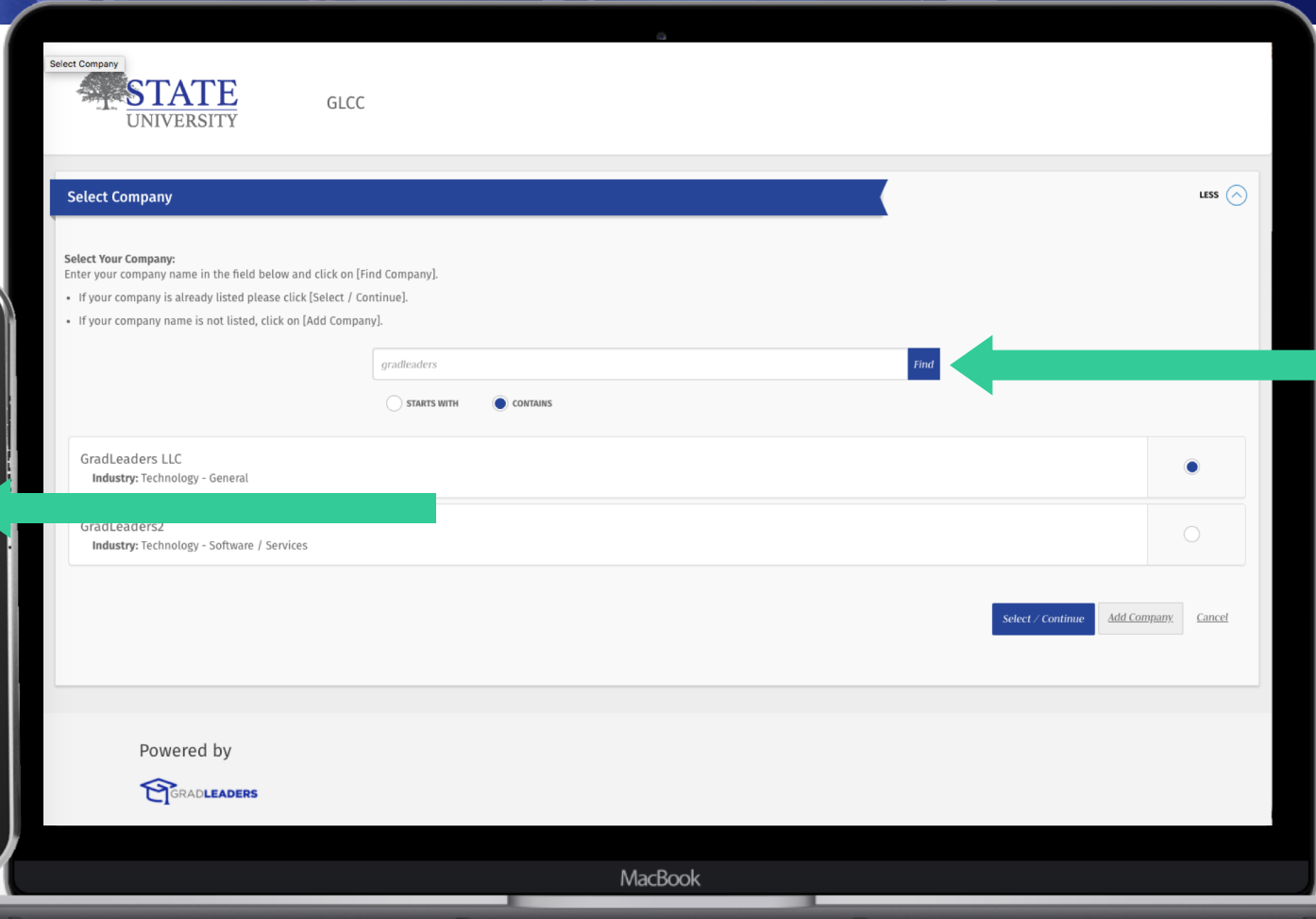
Sign in as a Returning User or CREATE NEW ACCOUNT



1: ACCEPT LEGAL WAIVER



2: SELECT COMPANY



3: CREATE PROFILE

STATE UNIVERSITY Welcome, GLCC

Edit Contact Information

Add or edit information about yourself in the fields listed below.

Employer - Recruiter Contact Detail Form

COMPANY NAME * GradLeaders LLC	DEPARTMENT <input type="text"/>
DIVISION <input type="text"/>	SALUTATION * Select One... <input type="button" value="v"/>
FIRST NAME * <input type="text"/>	LAST NAME * <input type="text"/>
PREFERRED NAME <input type="text"/>	JOB TITLE * <input type="text"/>
JOB FUNCTION Select One... <input type="button" value="v"/>	ADDRESS LINE 1 * 5980 Wilcox Pl
ADDRESS LINE 2 <input type="text"/>	ADDRESS LINE 3 <input type="text"/>

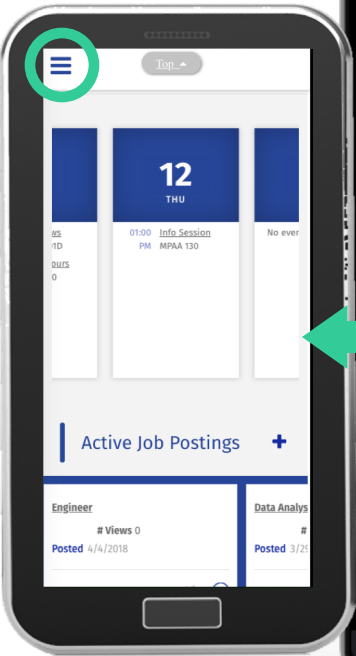
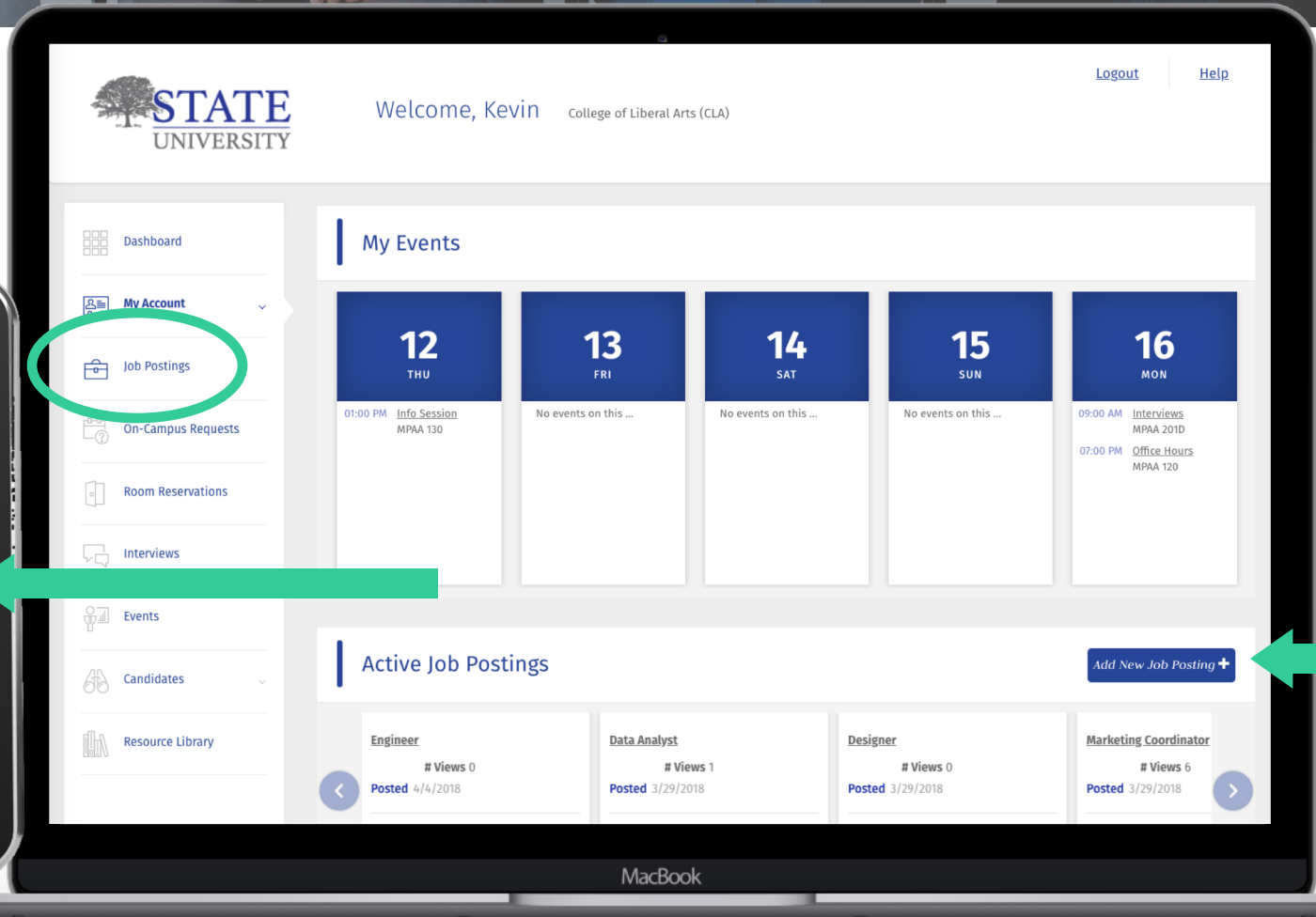
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JOB FUNCTION Select One... <input type="button" value="v"/>	ADDRESS LINE 1 * 5980 Wilcox Pl
ADDRESS LINE 2 <input type="text"/>	ADDRESS LINE 3 <input type="text"/>

POST A JOB



1: ADD POSTING

STATE UNIVERSITY

Welcome, Kevin College of Liberal Arts (CLA)

Logout Help

Dashboard

My Account

Job Postings

On-Campus Requests

Room Reservations

Events

Candidates

Resource Library

Job Postings

Post a job or view active job posting below

ADD NEW +

SORT BY Posting Date **VIEW** All Jobs

ALL (42)

Job Title	Job Status	Position Filled?	Payment Status
Account Executive Mar 29 2018 Application Deadline Date: 2/22/2020 11:59 PM	Pending	No	null
Account Executive Mar 29 2018 Application Deadline Date: 2/22/2020 11:59 PM	Pending	No	null
Accountant			

STATE UNIVERSITY

Welcome, Kevin

College of Liberal Arts (CLA)

Job Postings

Post a job or view active job posting below

SORT BY Posting Date **VIEW** All Jobs

ALL (42)

Account Executive Mar 29 2018 Application Deadline Date: 2/22/2020 11:59 PM	Pending	No	null
--	---------	----	------

2: ENTER JOB DETAILS

STATE UNIVERSITY Welcome, Kevin College of Liberal Arts (CLA)

Job Posting Form

Enter details regarding this job in the fields below. Required fields are indicated by a red asterisk. Candidates will be searched on the information that you enter, please fill out this form as completely as possible. The more detail you can provide, the better the response will be to your posting.

Employer - Job Posting Form

JOB FEE
\$100

PAYMENT METHOD *
Credit Card

ORGANIZATION NAME *
GradLeaders LLC

ORGANIZATION DESCRIPTION *
GradLeaders is the result of a merger between MBA Focus and CSO Research. We are the market leader in student recruitment and career services technology, connecting leading employers with job-seeking students and alumni from 1,000 university career centers around the world. Our exclusive school partnerships, extensive campus recruiting network, and industry-leading software solutions, make us the #1 choice of schools seeking to increase employment outcomes and companies seeking high-quality, diverse student talent to join their team. Over the last 30+ years, GradLeaders has helped connect 26,500,000 students to their dream jobs.

Click 'Save' to commit changes. **Save** Cancel

Employer - Job Posting Form

JOB FEE
\$100

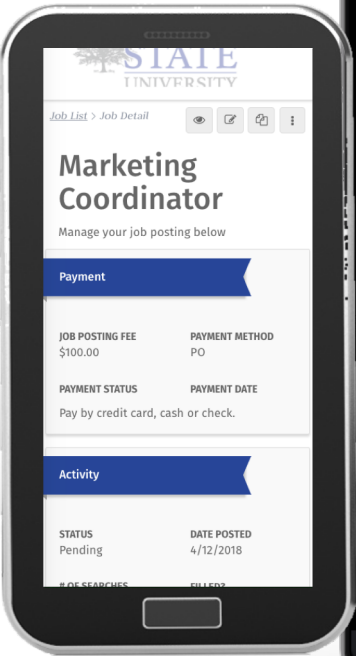
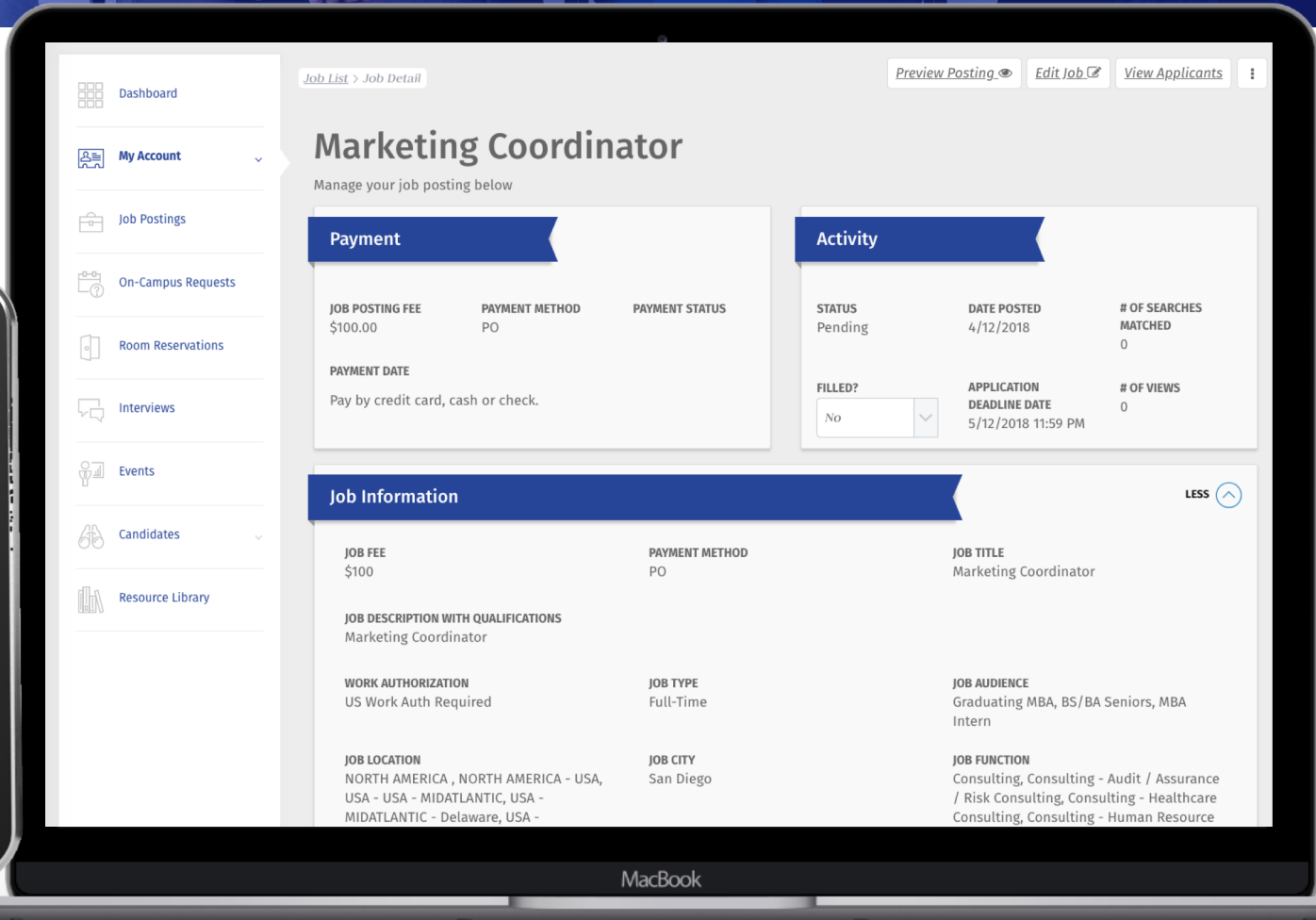
PAYMENT METHOD *
Credit Card

ORGANIZATION NAME *
GradLeaders LLC

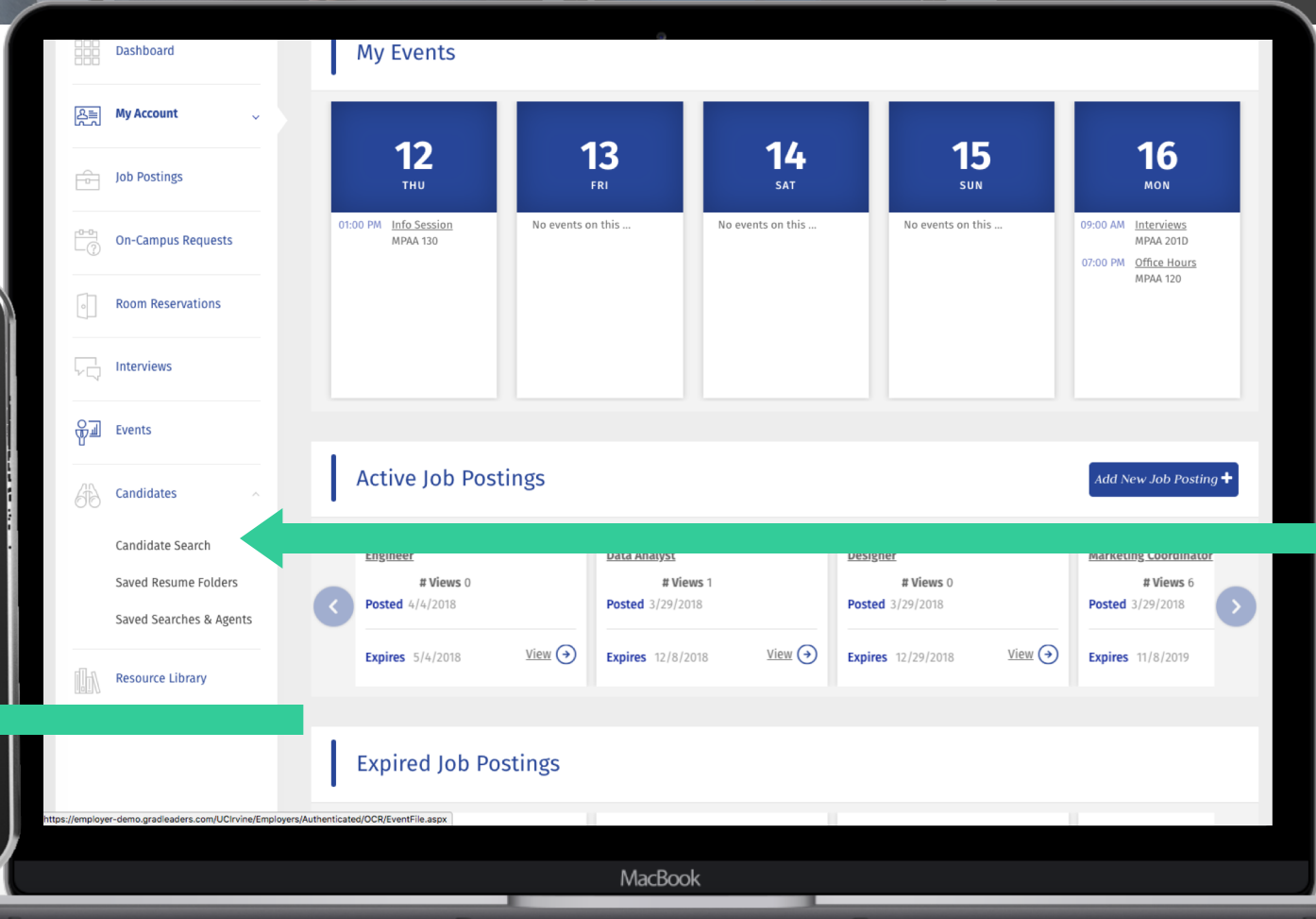
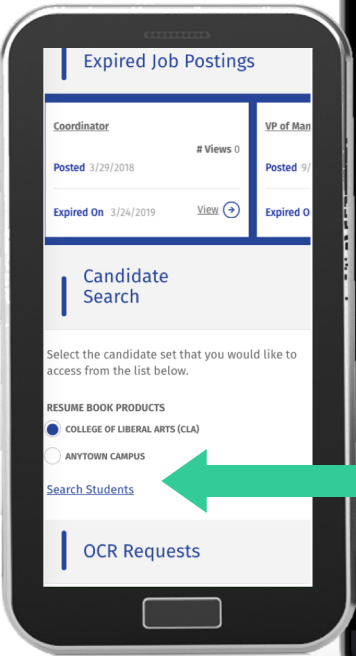
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GradLeaders is the result of a merger between MBA Focus and CSO Research. We are the market leader in student recruitment and career services technology, connecting leading employers with job-seeking students and alumni from 1,000 university career centers around the world. Our exclusive school partnerships, extensive campus recruiting network, and industry-leading software solutions, make us the #1 choice of schools seeking to increase employment outcomes and companies seeking high-quality, diverse student talent to join their team. Over the last 30+ years, GradLeaders has helped connect 26,500,000 students to their dream jobs.

Save Cancel

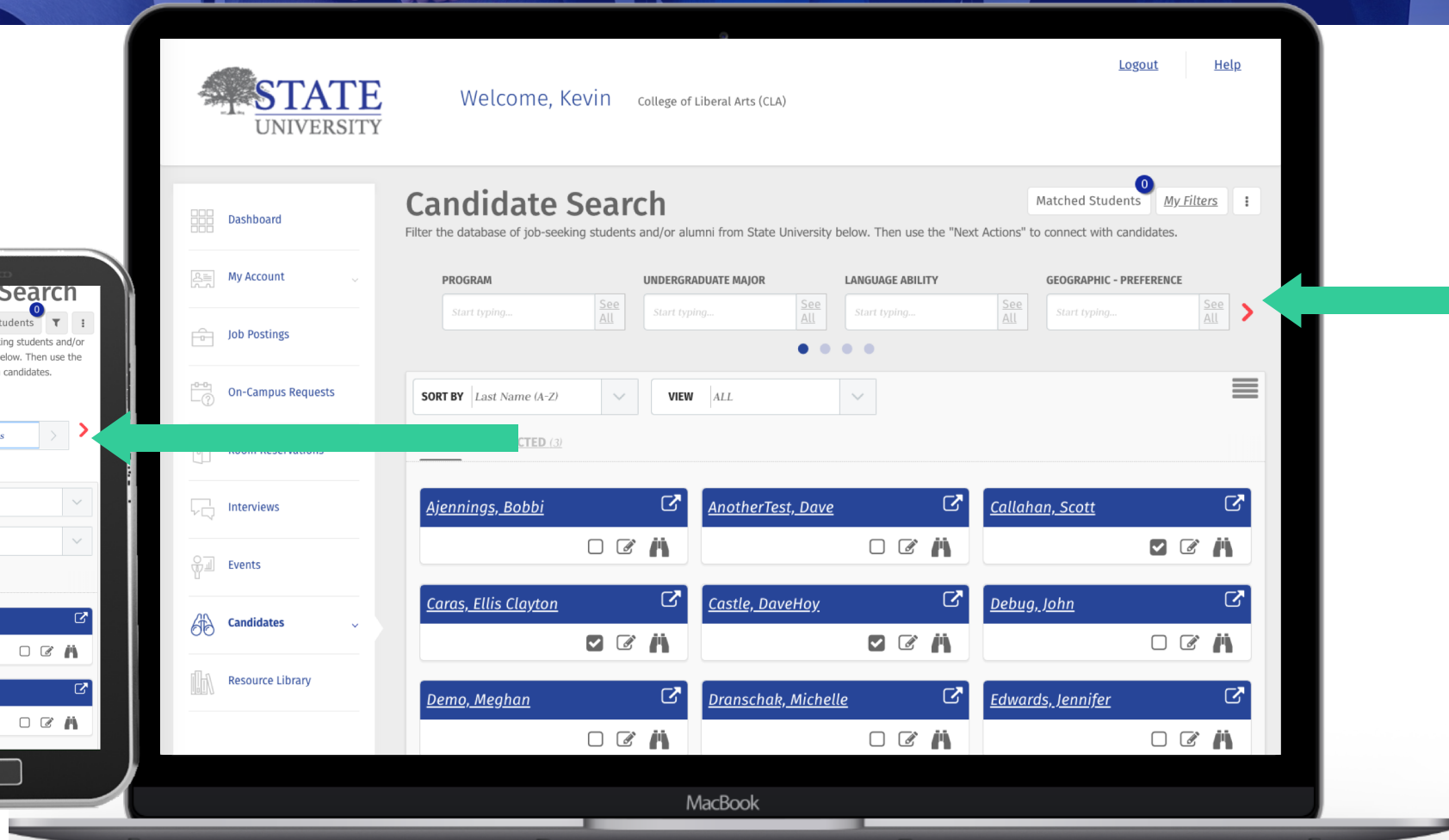
3: REVIEW + MANAGE POSTING



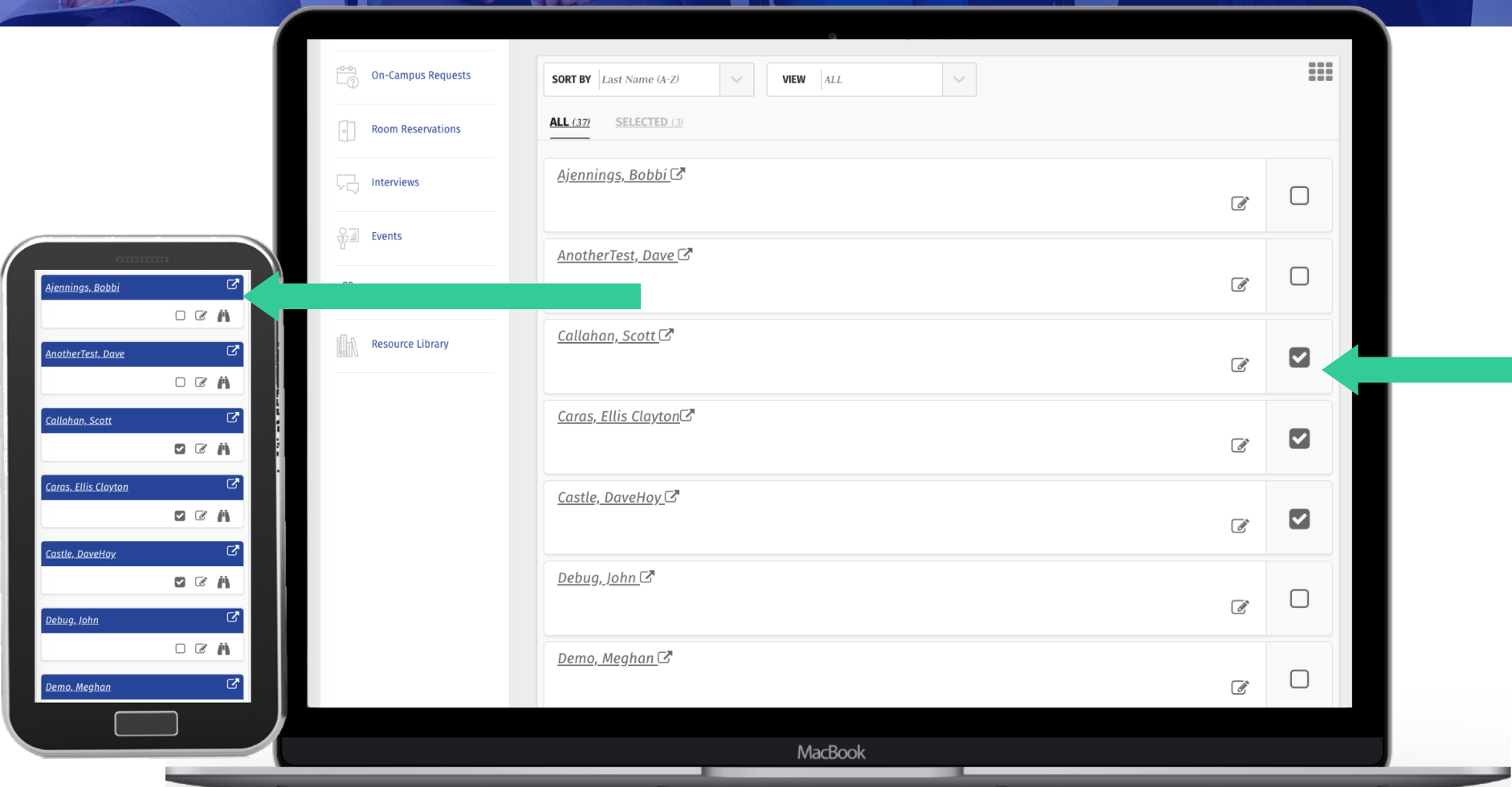
SEARCH FOR CANDIDATES



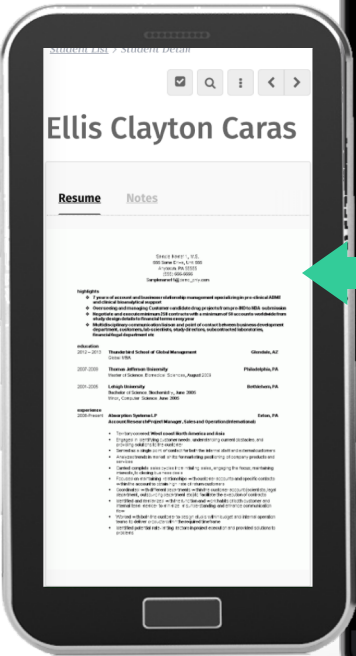
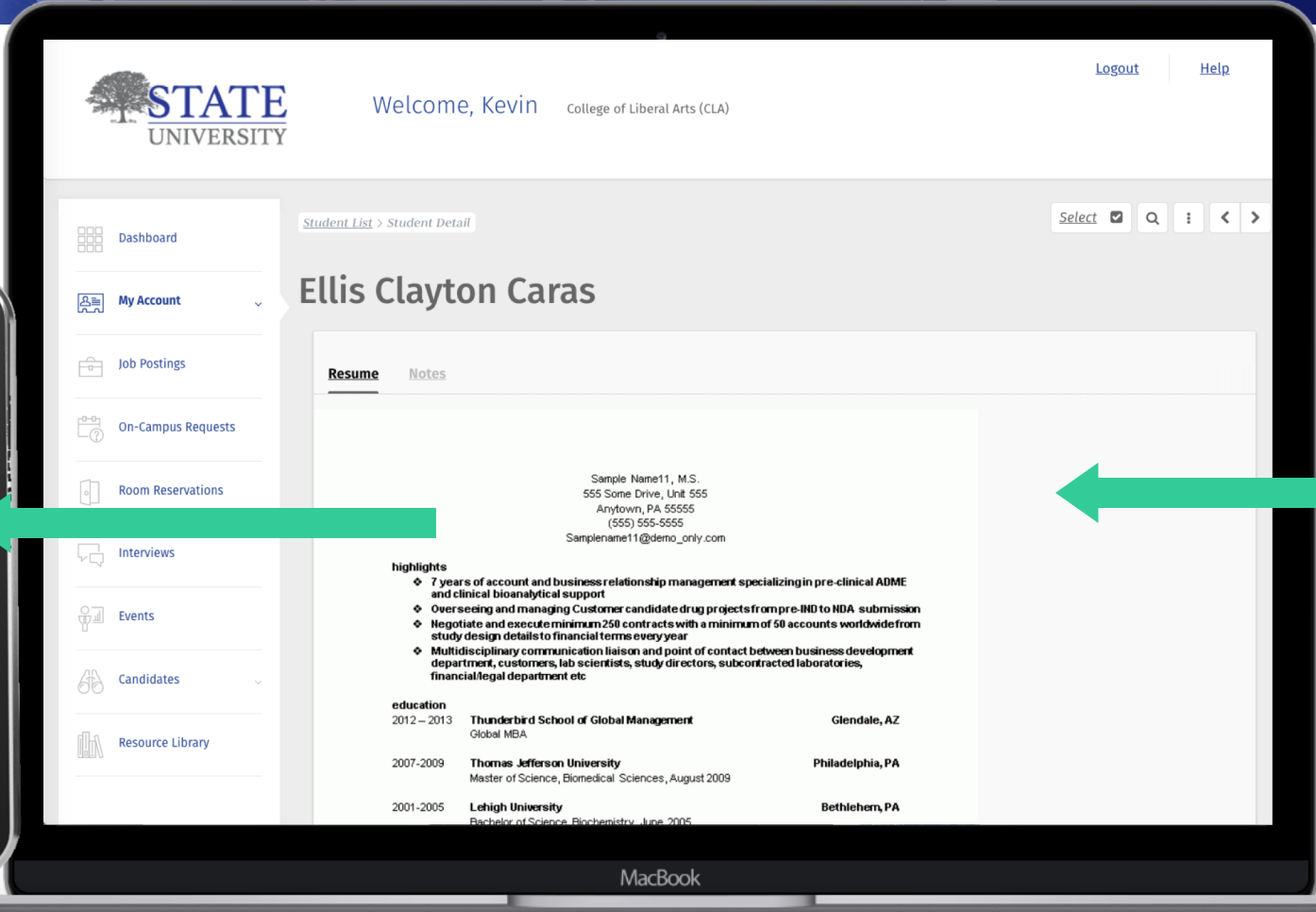
1: CREATE SEARCH



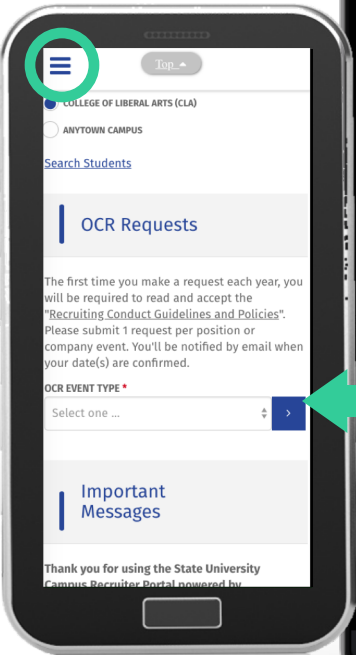
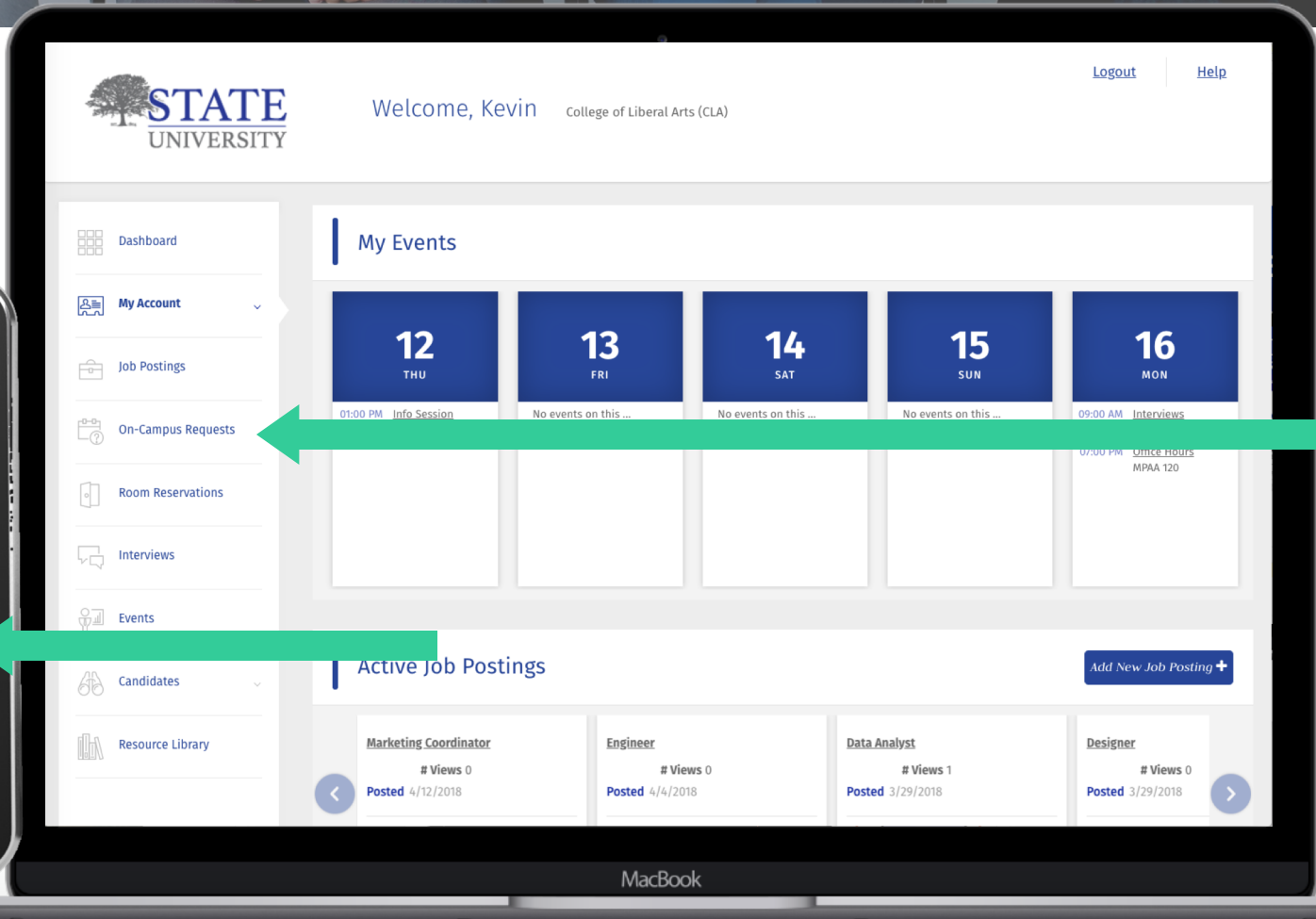
2: VIEW RESULTS & SELECT CANDIDATES



3: FIND STUDENT TALENT!



ON-CAMPUS REQUESTS



1: CHOOSE ITEM

The image displays a laptop and a smartphone, both showing the 'Add Request' interface of the State University website. The laptop screen features a modal window titled 'Add Request' with a close button (X) in the top right corner. Below the title, it says 'Please make a selection from the list below:' followed by a dropdown menu labeled 'OCR EVENT TYPE' with the text 'Select one ...'. A green arrow points from the right side of the image to this dropdown menu. Below the dropdown is a blue 'Continue' button. The background of the laptop screen shows a sidebar with navigation options: Dashboard, My Account, Job Postings, On-Campus Requests, Room Reservations, Interviews, Events, Candidates, and Resource Library. The main content area displays a table of requests with columns for date, job title, and submitted by. The table has three rows of data:

OUTSTANDING (19)	CONFIRMED (18)	DECLINED (2)
Apr 06 2018 10:32 AM	<u>Career Fair</u> Job Title	Submitted By: Kevin McCallister
09 2017 11:28 AM	<u>areer Fair</u> Job Title	Submitted By: Kevin McCallister
Nov 07 2017 7:15 AM	<u>Interviews - Full-Time Positions</u> 1 Schedules Job Title: Test	Submitted By: Kevin McCallister
Nov 03 2017 9:06 AM	<u>Career Fair</u> Job Title	Submitted By: Ellie_Ringler

The smartphone screen shows the same 'Add Request' modal window, but the dropdown menu is open, displaying a list of options: 'Select one ...', 'Interviews - Full-Time Positions', 'Interviews - Internships', 'Info Session' (highlighted in blue), 'Career Fair', 'Office Hours', and 'Room Reservation'. A green arrow points from the left side of the image to the 'Info Session' option.

2: ADD DETAILS

Add New OCR Request

Enter your on-campus interview request information below. Please complete as many fields as possible, so that we can process your request quickly. Required fields are indicated by a red asterisk. You will be contacted once we receive your request.

Once we have confirmed your request date, your Account Manager will be following up with you for additional information (job description, work eligibility, etc.) about the visit.

Request

OCR EVENT TYPE Interviews - Internships	COMPANY NAME GradLeaders LLC	INDUSTRY Technology - General	COMPANY URL www.gradleaders.com
PRIMARY CONTACT Mr. Kevin McCallister ✎ revise contact	EMAIL employer@demo.gradleaders.com	PHONE 123-555-4450	

[Show Valid Interview Dates](#)

Employer Request Interview

MULTIPLE JOB POSTINGS?
Will you be interviewing for multiple jobs?
 YES NO

JOB TITLE *

IS THIS A U.S. OPPORTUNITY? *
 YES NO

U.S. WORK AUTH. REQUIRED *
 YES NO

OF SCHEDULES *
Select One...
▼

BACK-TO-BACK INTERVIEW *
 YES NO

SELECT INTERVIEW LENGTH *
Select One...
▼

Employer Request Interview

MULTIPLE JOB POSTINGS?
Will you be interviewing for multiple jobs?
 YES NO

JOB TITLE *

IS THIS A U.S. OPPORTUNITY? *
 YES NO

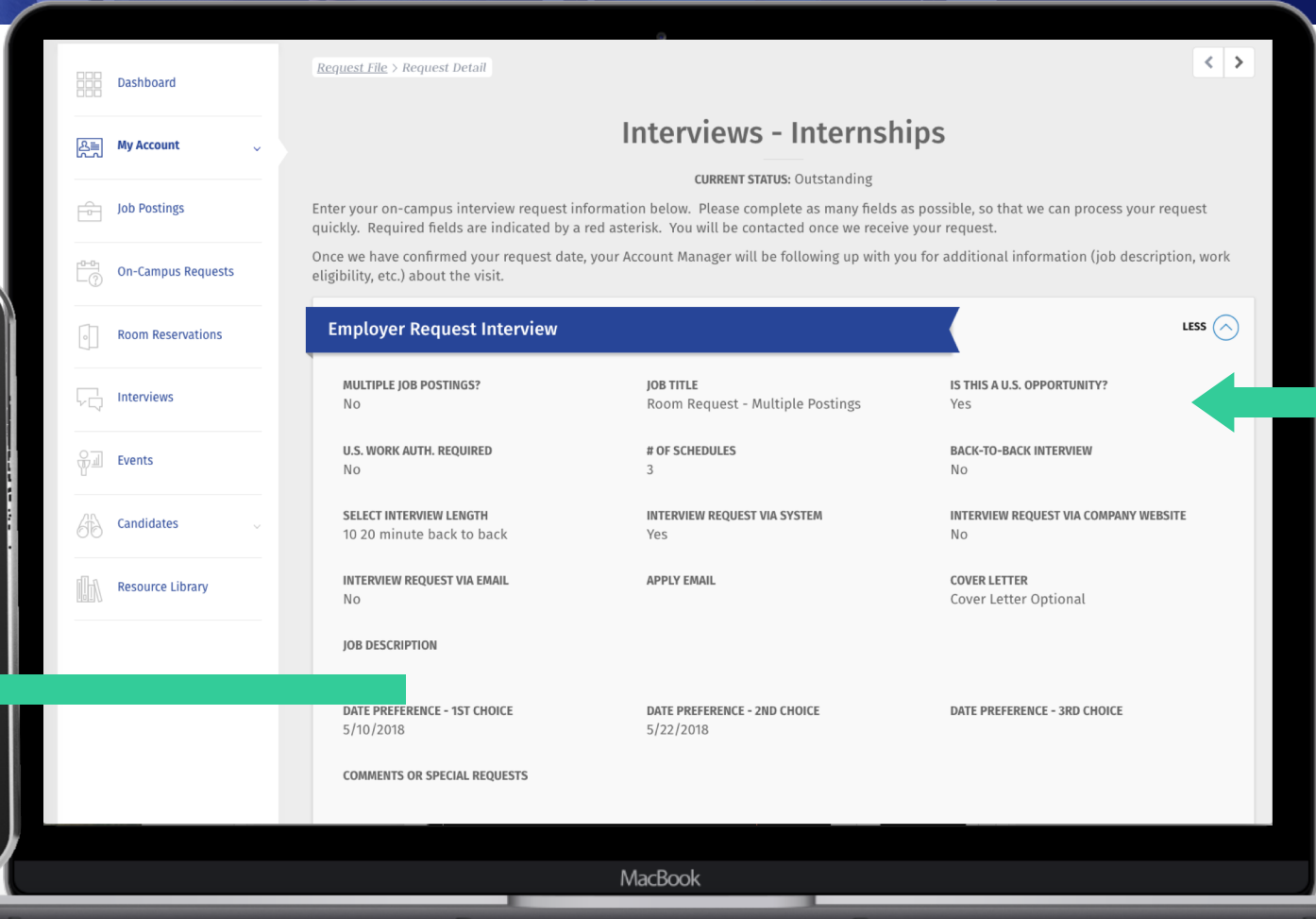
U.S. WORK AUTH. REQUIRED *
 YES NO

OF SCHEDULES *
Select One...
▼

BACK-TO-BACK INTERVIEW *
 YES NO

SELECT INTERVIEW LENGTH *
Select One...
▼

3: VIEW REQUEST



[Request File](#) > Request Detail

Interviews - Internships

CURRENT STATUS: Outstanding

Enter your on-campus interview request information below. Please complete as many fields as possible, so that we can process your request quickly. Required fields are indicated by a red asterisk. You will be contacted once we receive your request.

Once we have confirmed your request date, your Account Manager will be following up with you for additional information (job description, work eligibility, etc.) about the visit.

Employer Request Interview

LESS

MULTIPLE JOB POSTINGS? No	JOB TITLE Room Request - Multiple Postings	IS THIS A U.S. OPPORTUNITY? Yes
U.S. WORK AUTH. REQUIRED No	# OF SCHEDULES 3	BACK-TO-BACK INTERVIEW No
SELECT INTERVIEW LENGTH 10 20 minute back to back	INTERVIEW REQUEST VIA SYSTEM Yes	INTERVIEW REQUEST VIA COMPANY WEBSITE No
INTERVIEW REQUEST VIA EMAIL No	APPLY EMAIL	COVER LETTER Cover Letter Optional
JOB DESCRIPTION		
DATE PREFERENCE - 1ST CHOICE 5/10/2018	DATE PREFERENCE - 2ND CHOICE 5/22/2018	DATE PREFERENCE - 3RD CHOICE
COMMENTS OR SPECIAL REQUESTS		