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**

For Employers

STEP-BY-STEP GUIDE

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

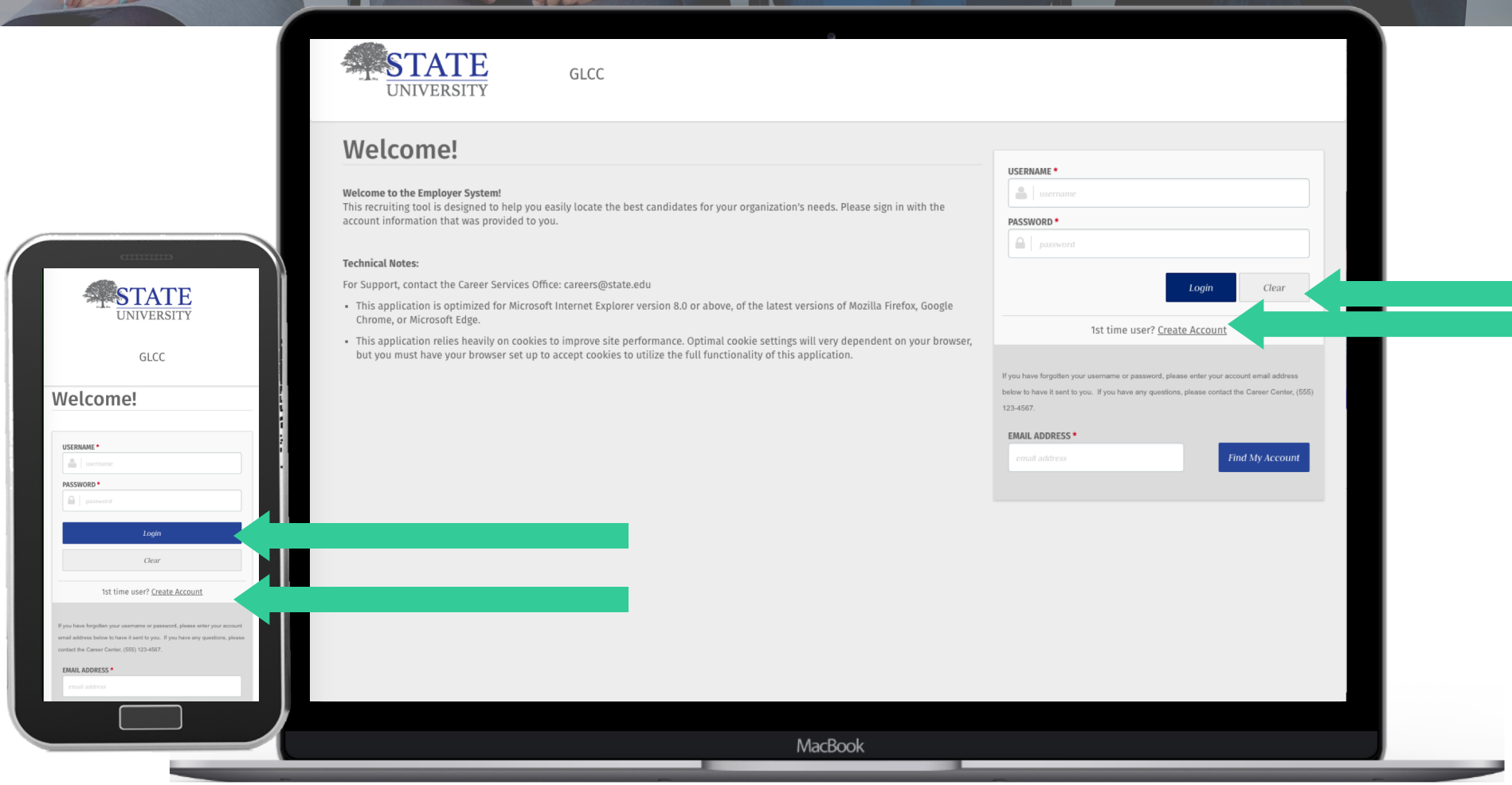
This step-by-step guide walks you through the step-by-step process of .

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

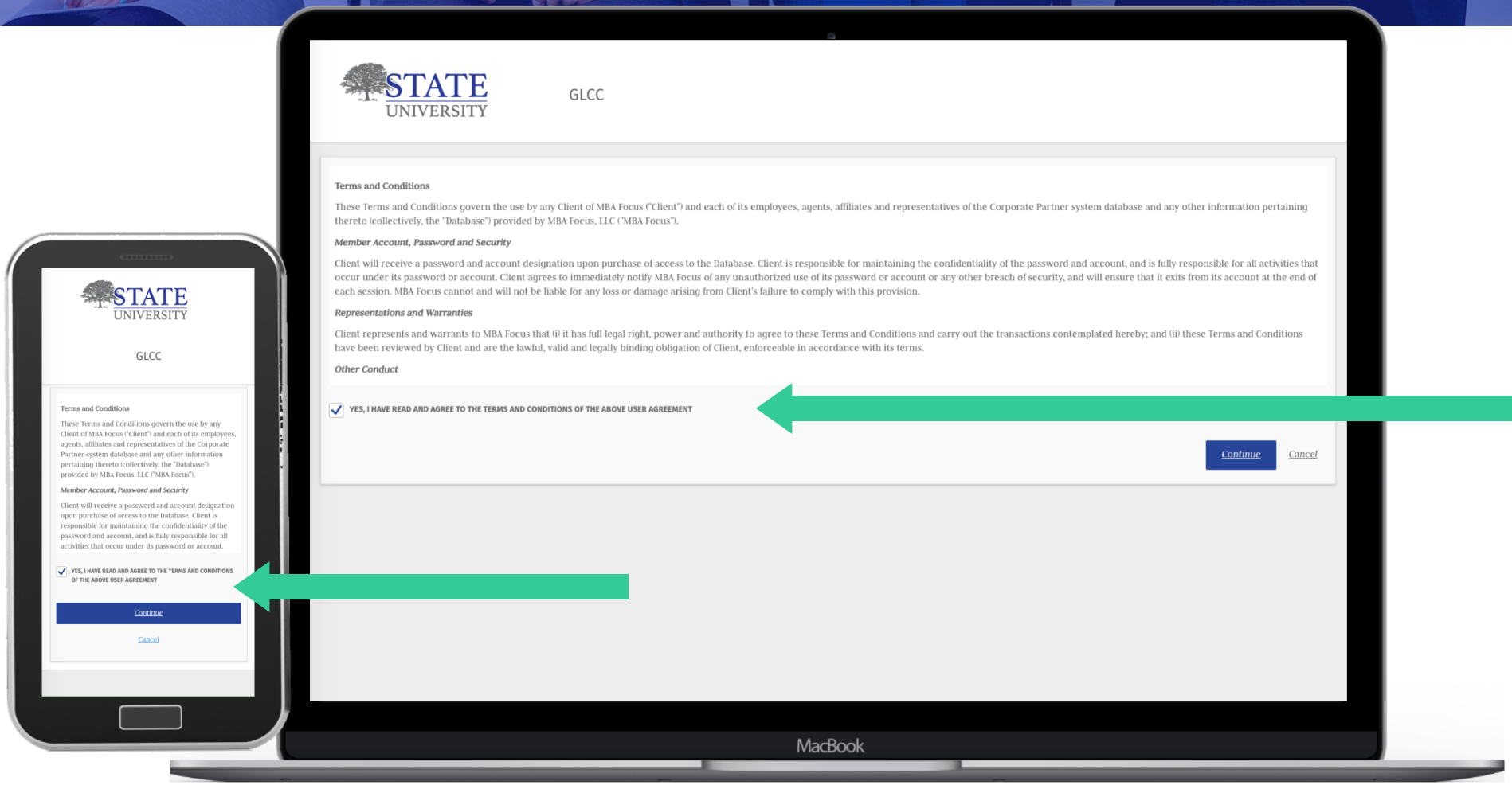
Technical Notes:
This application relies on the usage of internet cookies. Optimal cookie settings will vary depending on your browser, but you must have your browser configured to accept cookies to use the GradLeaders application. Currently, GradLeaders supports Internet Explorer, Mozilla Firefox, and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

Sign in as a Returning User or

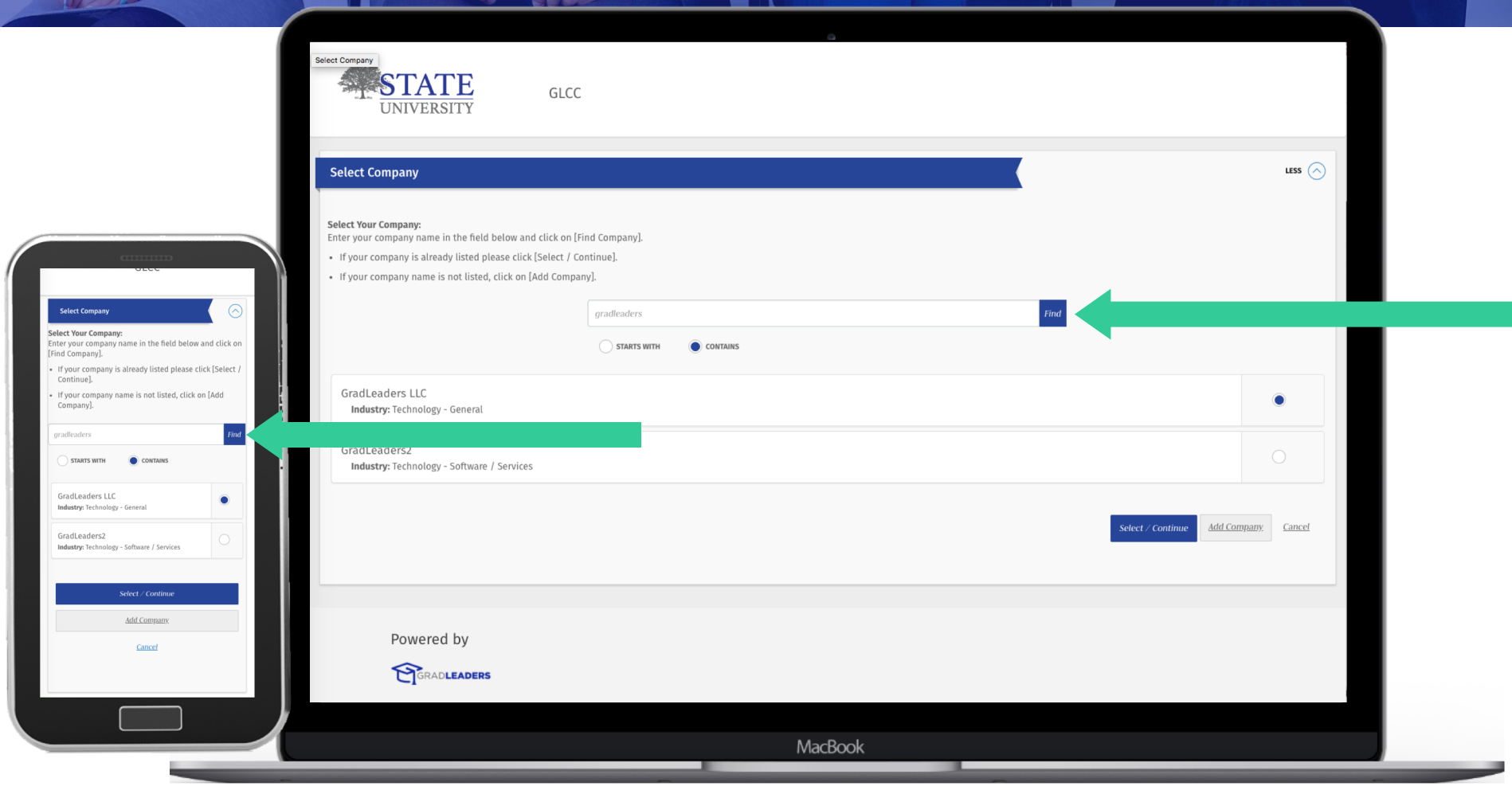
CREATE NEW ACCOUNT



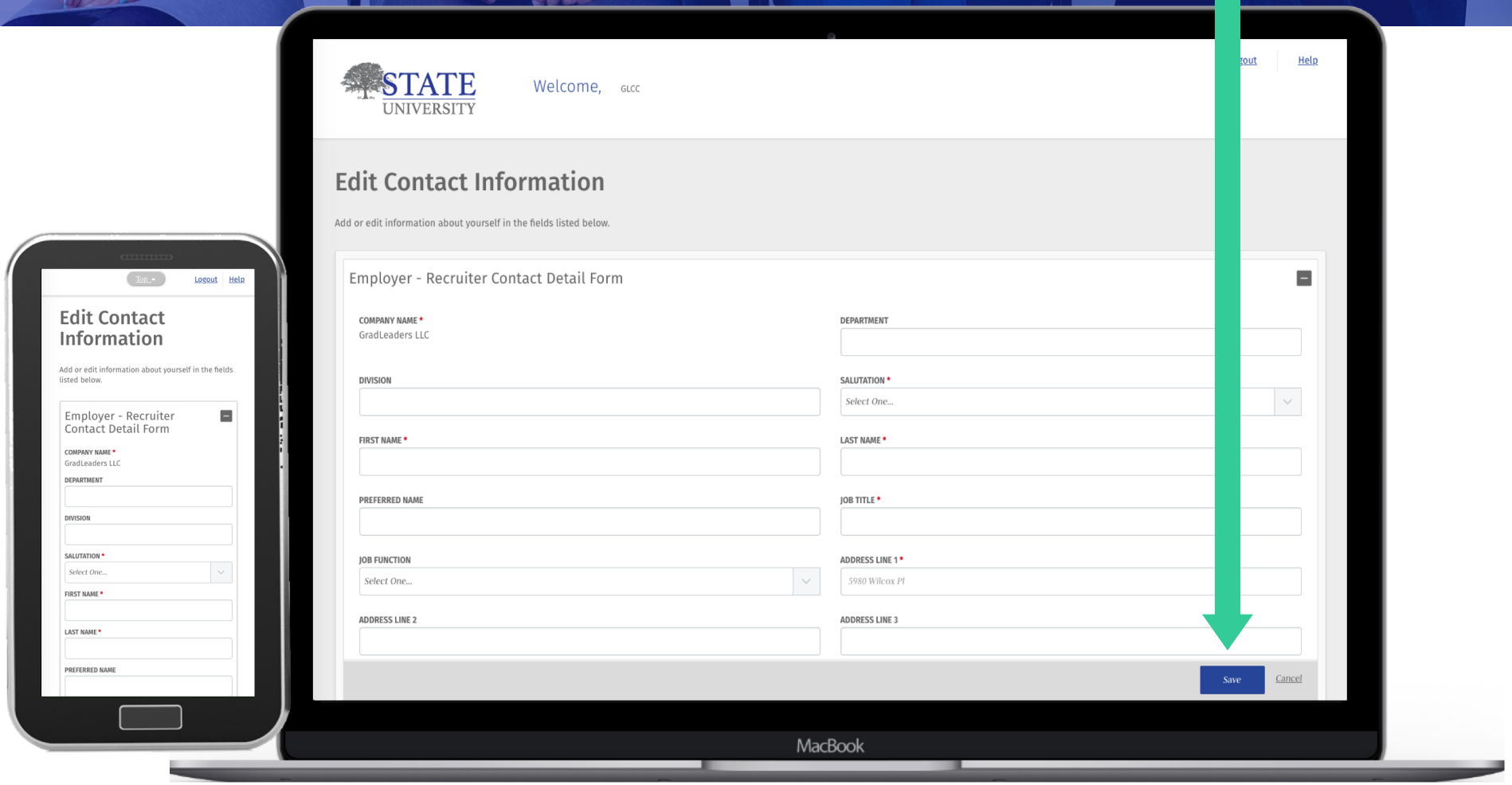
1: ACCEPT LEGAL WAIVER



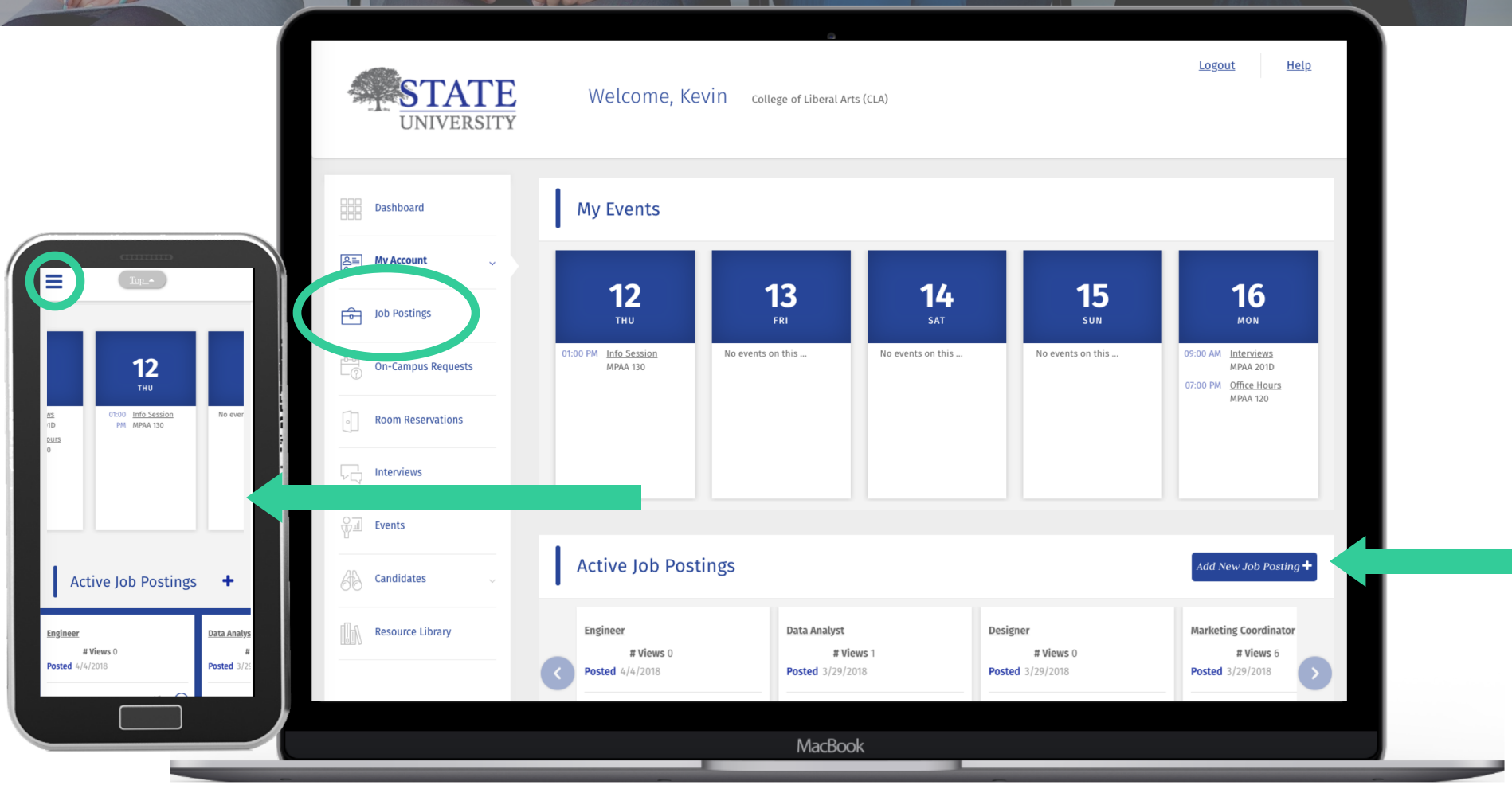
2: SELECT COMPANY



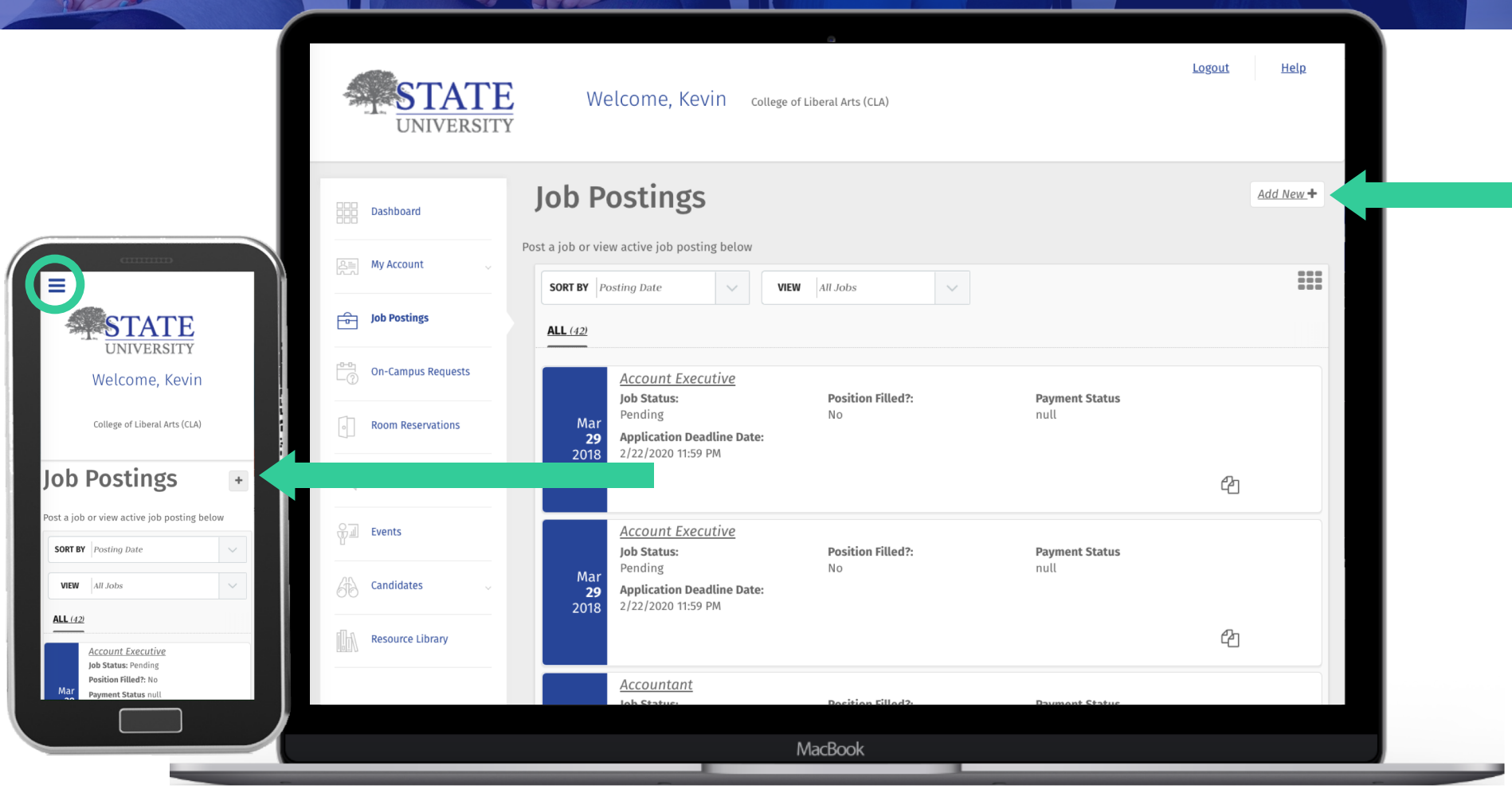
3: CREATE PROFILE



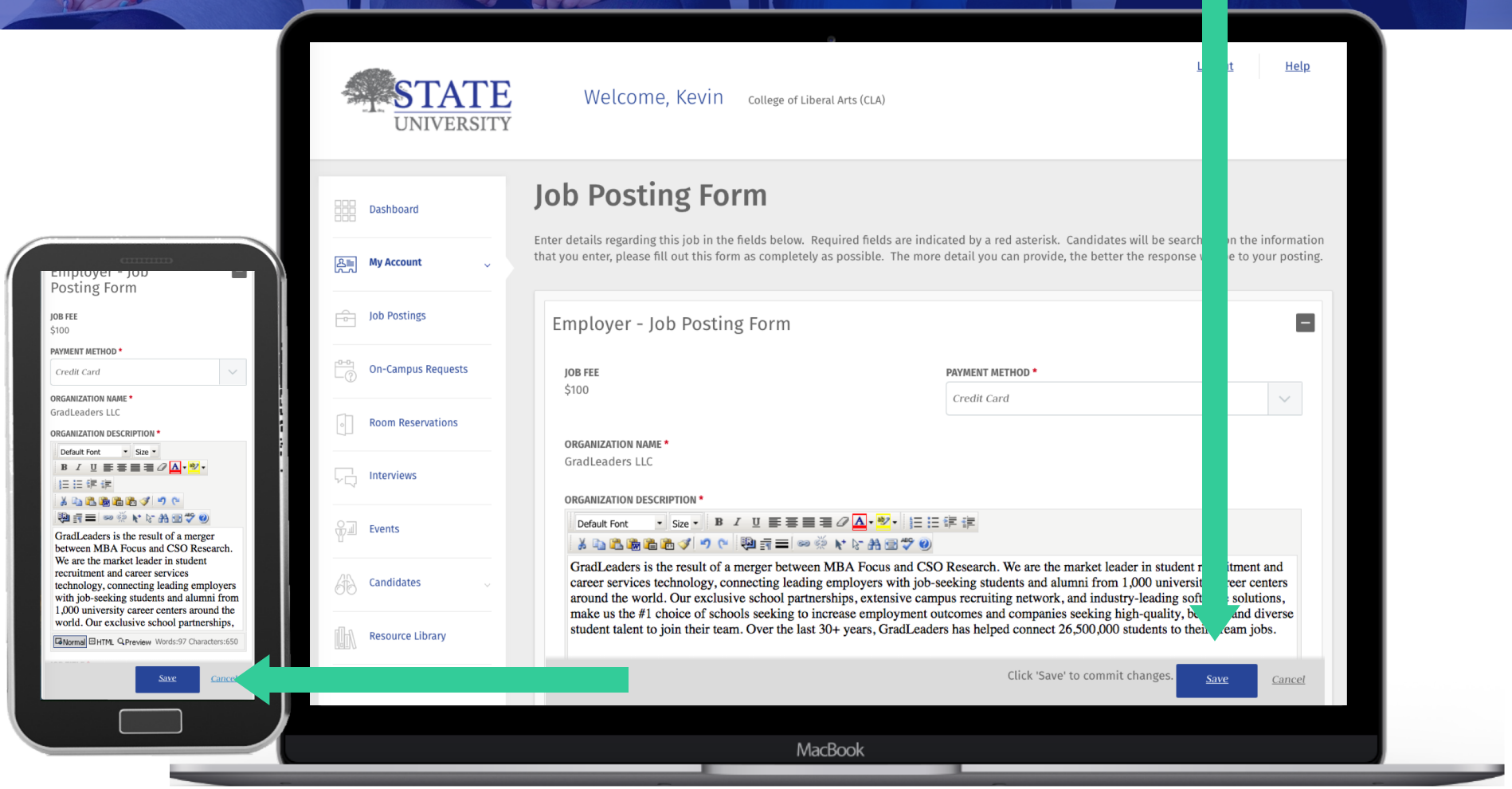
POST A JOB


STATE UNIVERSITY
Welcome, Kevin
College of Liberal Arts (CLA)
Logout
Help
Dashboard
My Account
Job Postings
On-Campus Requests
Room Reservations
Interviews
Events
Candidates
Resource Library
My Events
12 THU
01:00 PM Info Session MPAA 130
13 FRI
No events on this ...
14 SAT
No events on this ...
15 SUN
No events on this ...
16 MON
09:00 AM Interviews MPAA 201D
07:00 PM Office Hours MPAA 120
Active Job Postings
Add New Job Posting
Engineer # Views 0 Posted 4/4/2018
Data Analyst # Views 1 Posted 3/29/2018
Designer # Views 0 Posted 3/29/2018
Marketing Coordinator # Views 6 Posted 3/29/2018
MacBook

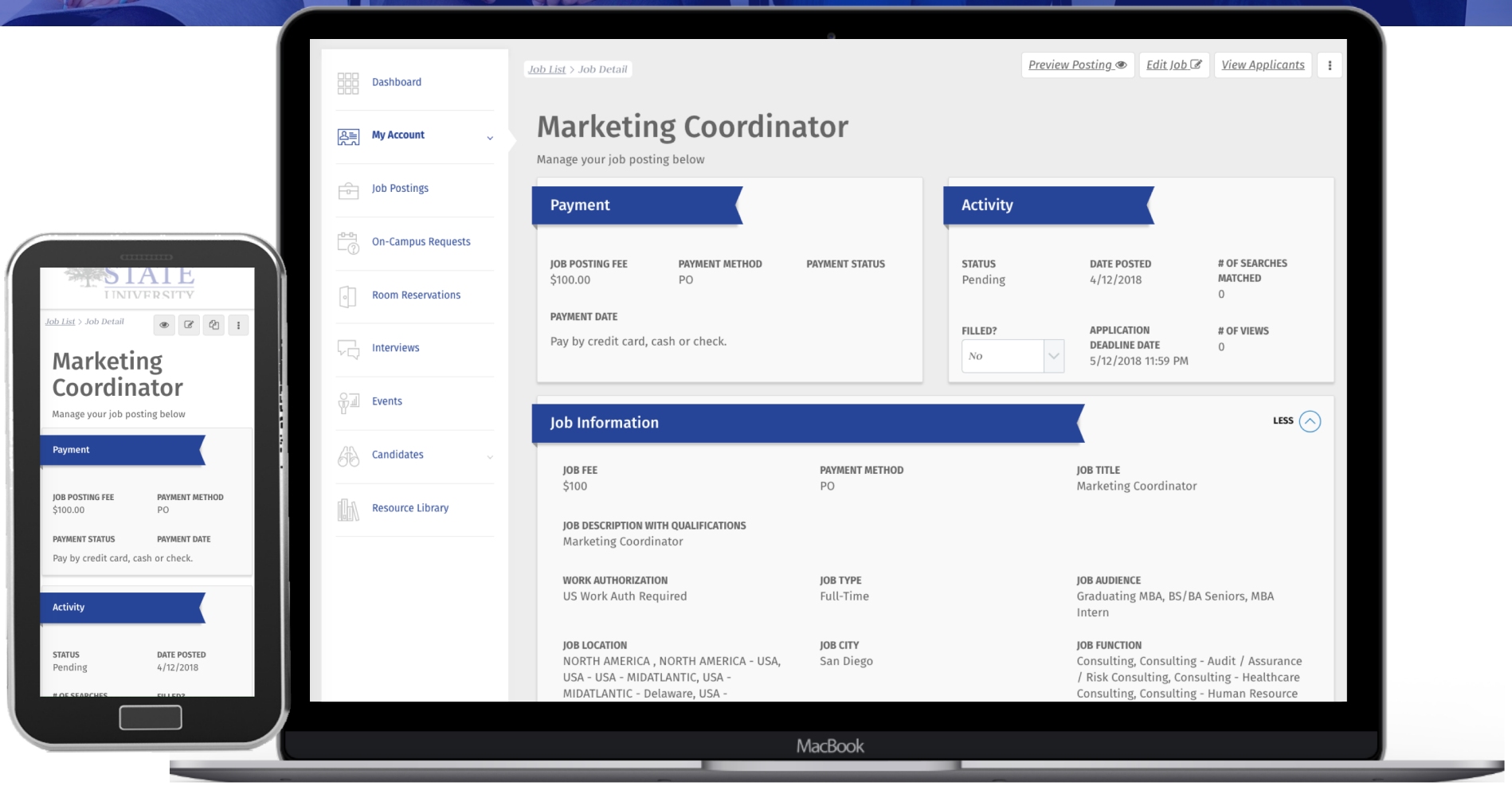
1: ADD POSTING



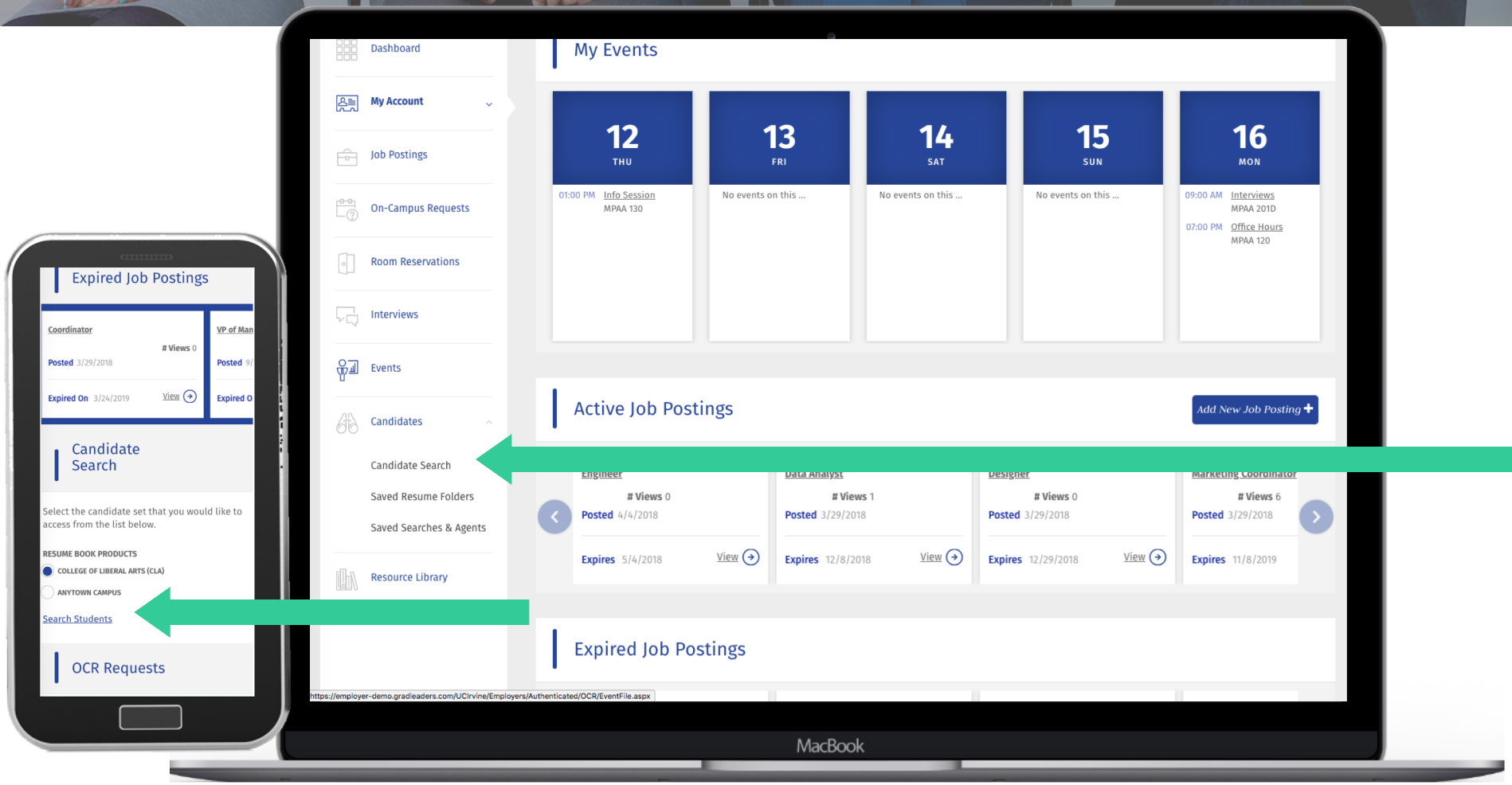
2: ENTER JOB DETAILS



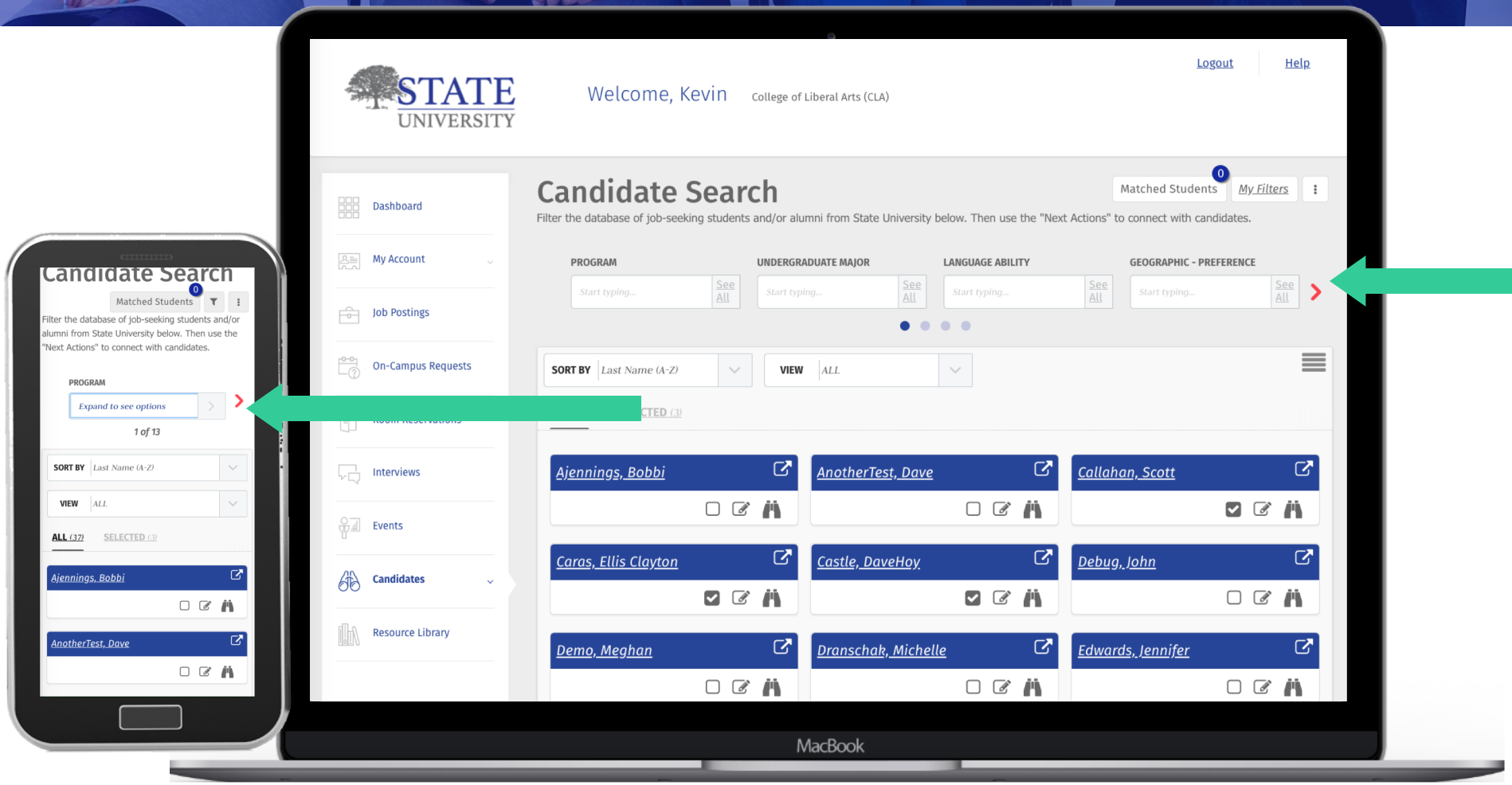
3: REVIEW + MANAGE POSTING



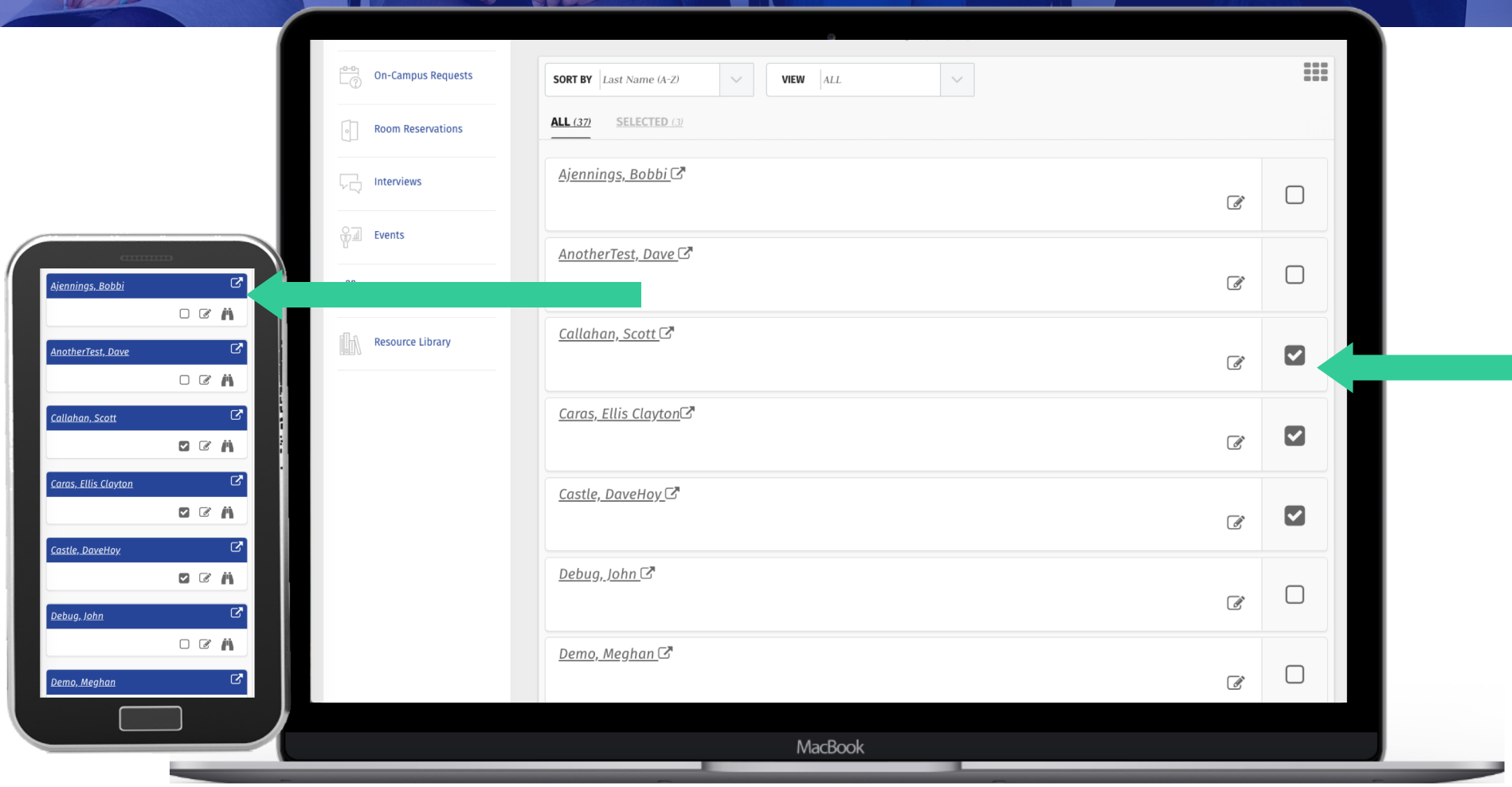
SEARCH FOR CANDIDATES



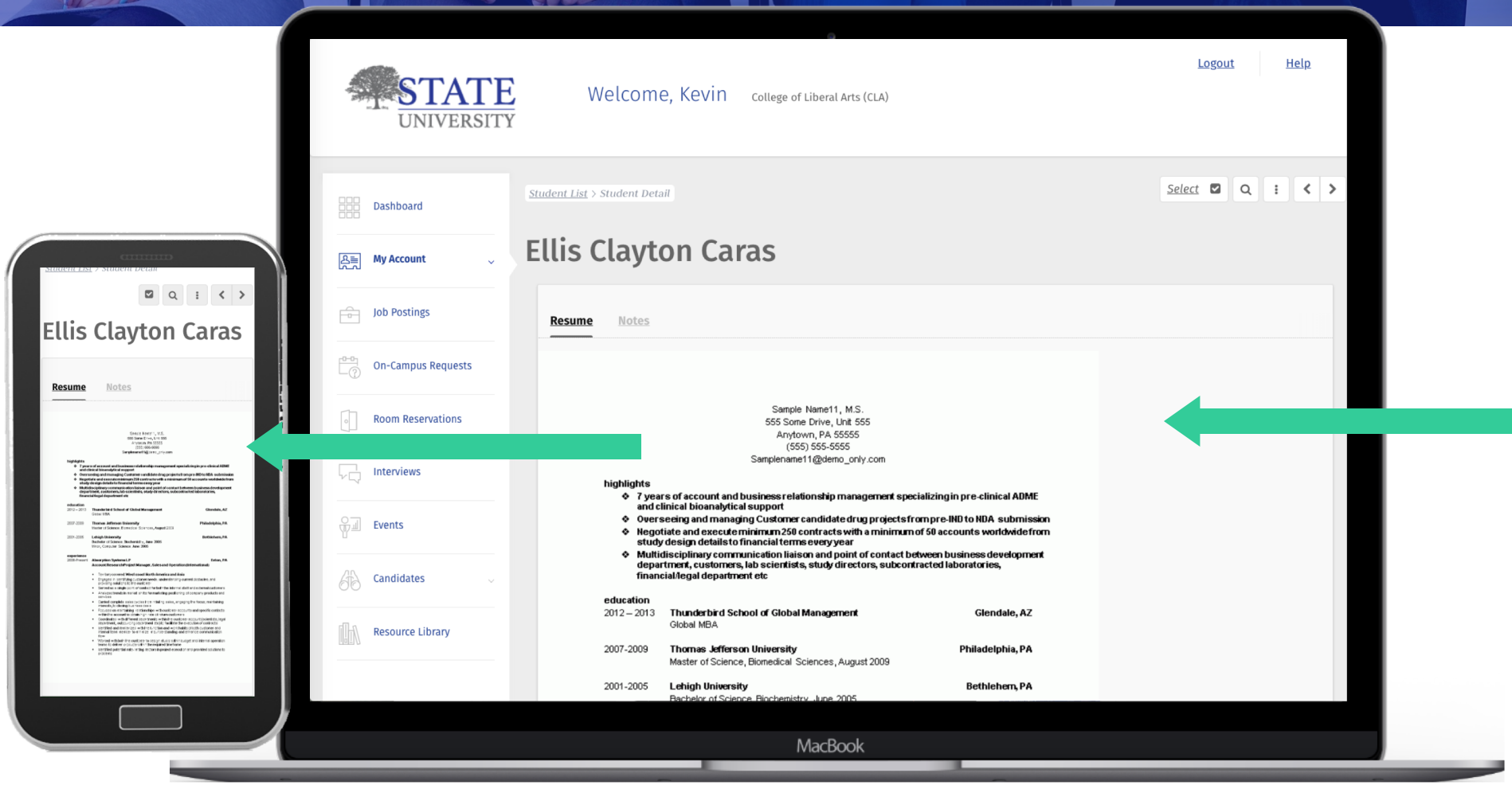
1: CREATE SEARCH



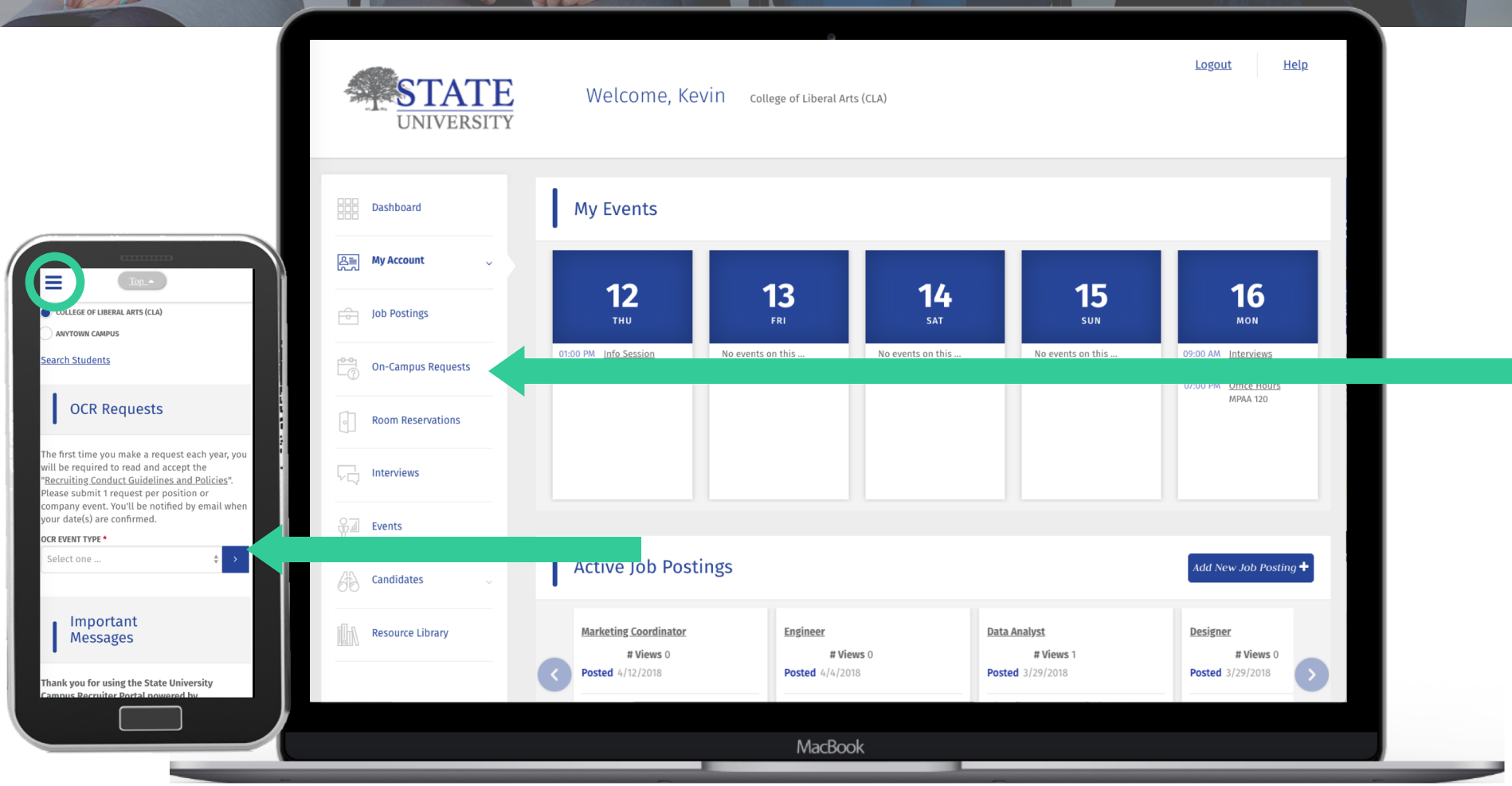
2: VIEW RESULTS & SELECT CANDIDATES



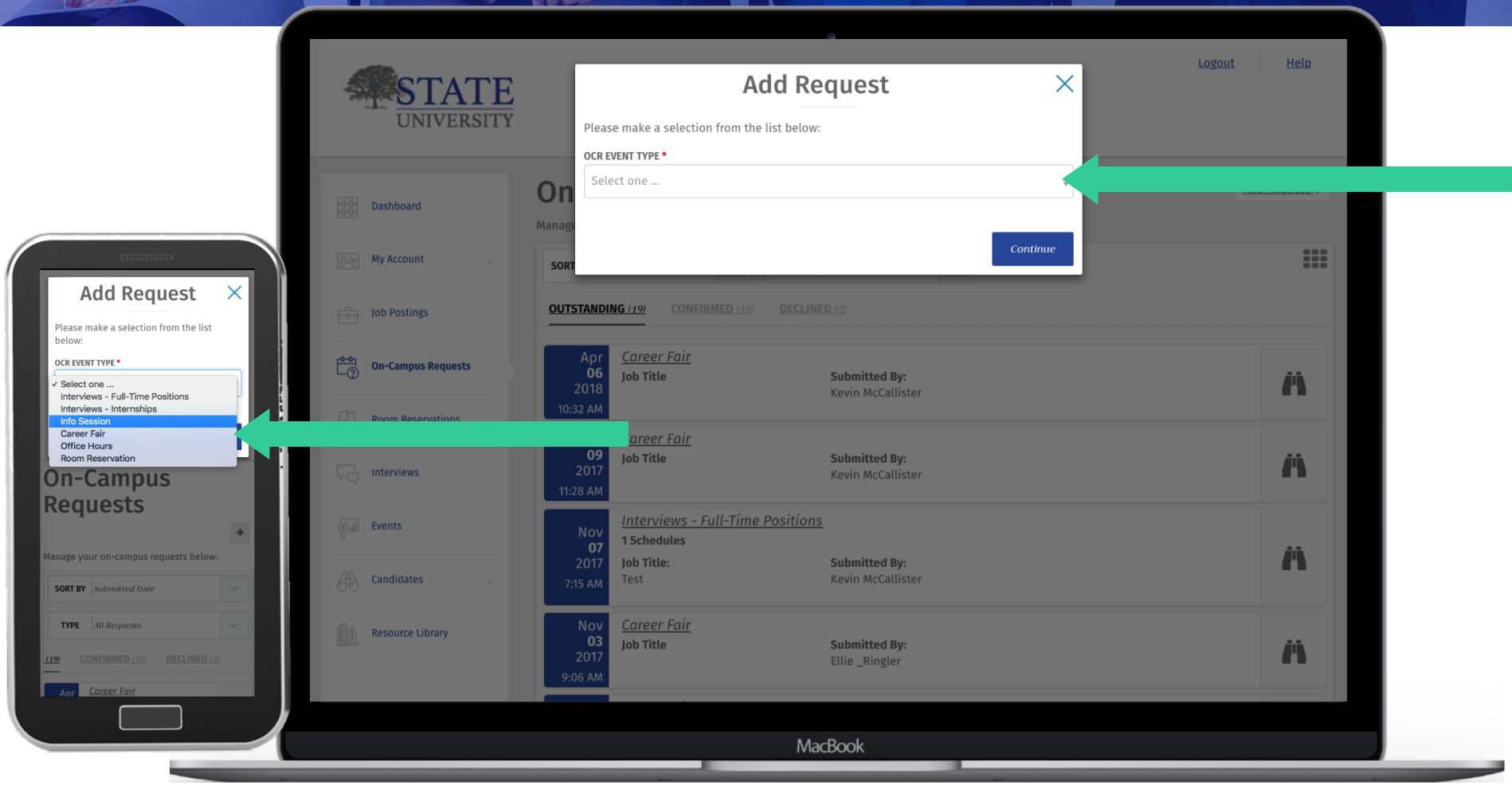
3: FIND STUDENT TALENT!



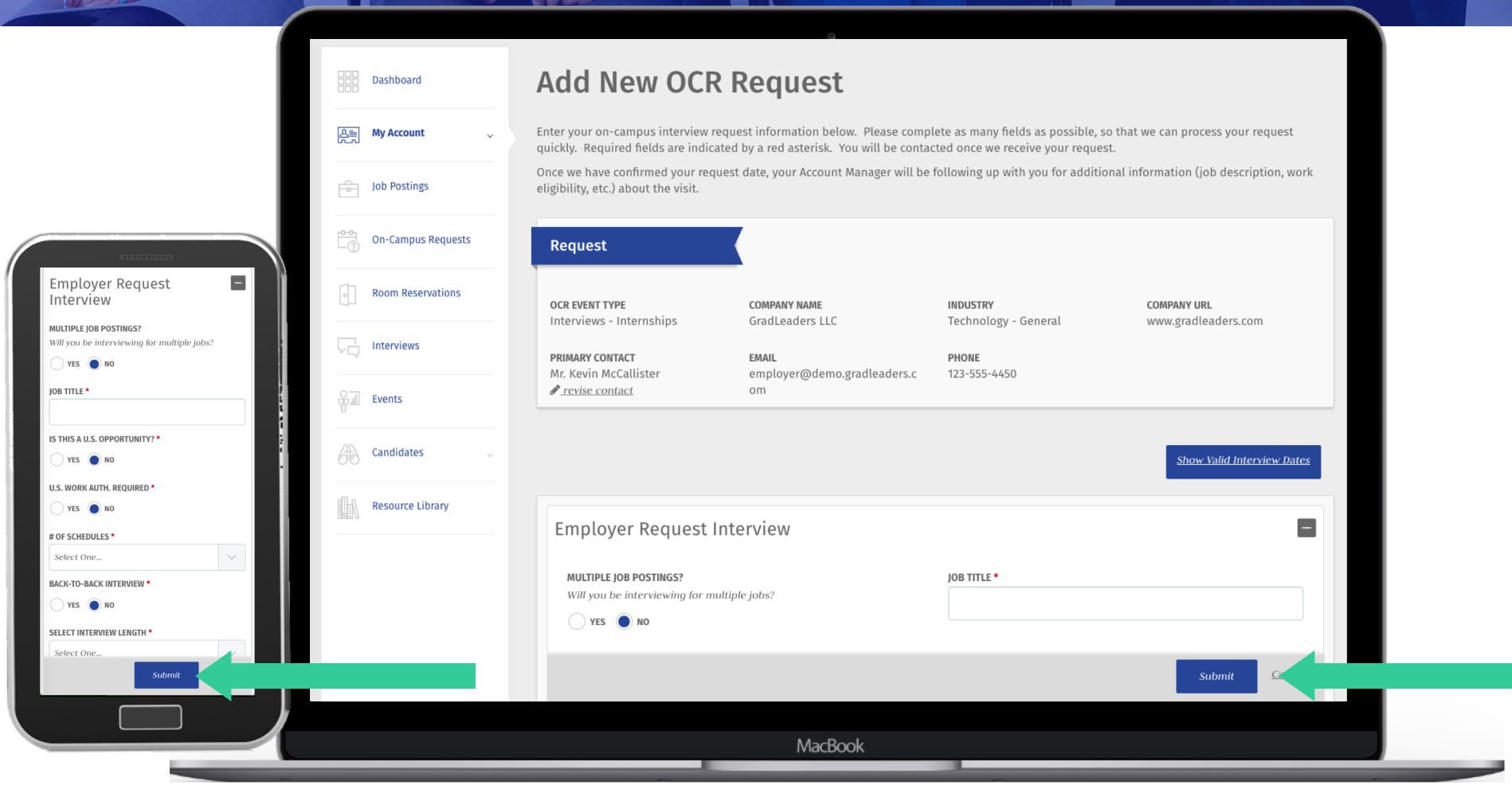
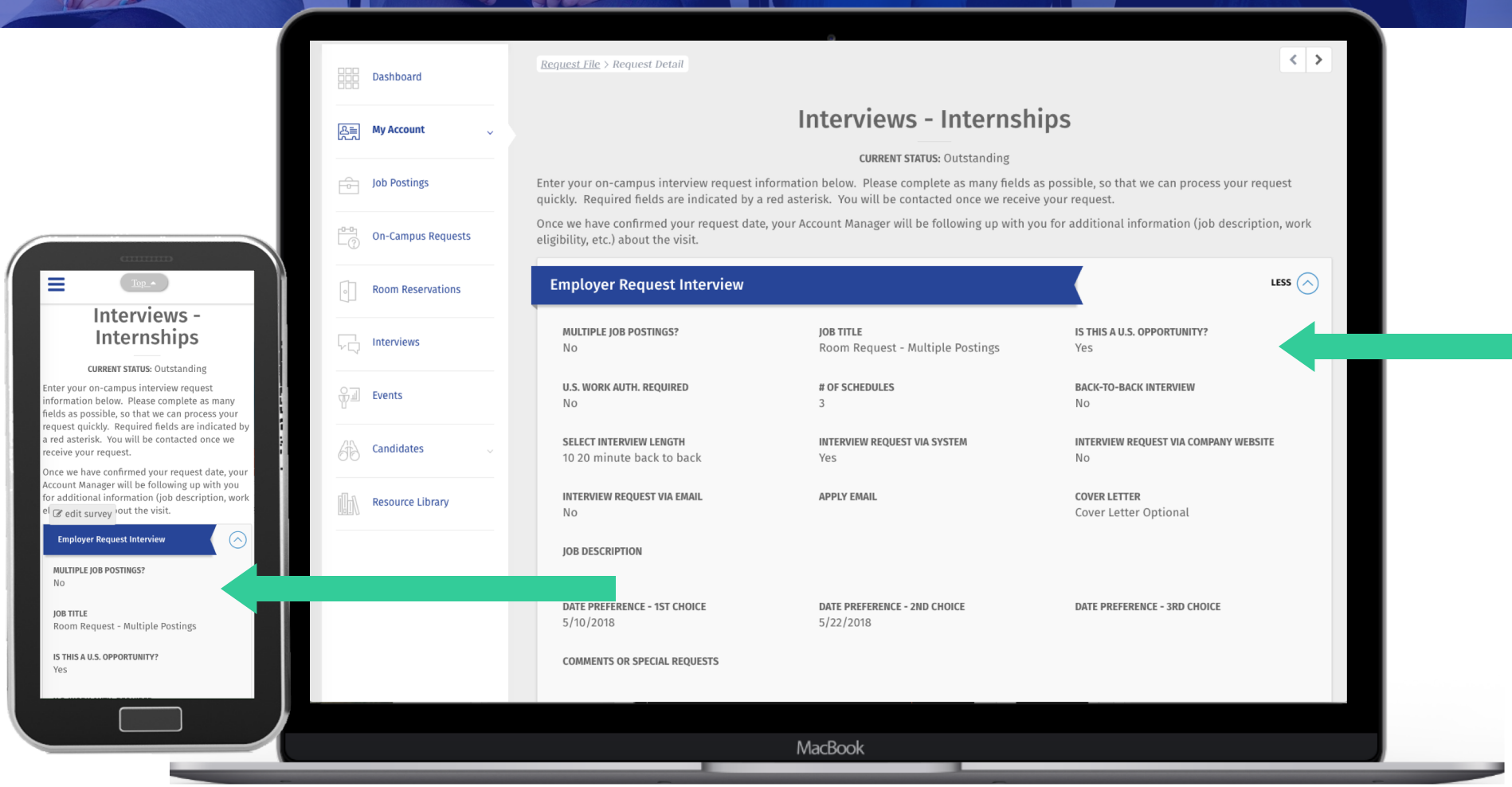
ON-CAMPUS REQUESTS



1: CHOOSE ITEM



2: ADD DETAILS



3: VIEW REQUEST