



Harvard Divinity School Career Services

QUICK START GUIDE TO NAVIGATING **HIRED**

Logging In

- Initially, you will log in using your **entire HDS email address** as your username and the **password that was emailed to you**. If you did not receive your password, please contact us at careers@hds.harvard.edu
- For alumni/ae, please contact us for your username and password.
- We encourage you to make your password more secure once you start using the system.

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 menu, and then clicking **Divinity**, then selecting **MDiv, MTS, ThM, ThD**, 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 résumés 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 (Résumé, 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 **Jobs** tab. You can search by the filter on the initial Jobs page or select the **Advance Search** tab for a more detailed filter.
- 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 “Save As” field and click the checkbox to save it. Click “Submit” to finish.
- 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 a Search Agent has been created.

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 “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 and 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 in Day, Week, Month, and Year view.
- Using the Calendar, you can also add in any events and other items you want to create your personal calendar. In Day or Week view, just click on a time slot to enter an event or item.