



# Harvard Divinity School Career Services

## 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 & Finding Candidates

- To post job or internship 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, sponsored by the Graduate School of Education. (For more information on the FEP Program, visit <http://www.gse.harvard.edu/fep>).
- In the category **Résumé Receipt**, select "Other" to enable the **How to Apply** box to appear. In this box, you can give application instructions. If you select **Email**, applicants will be able to send you résumés directly from the job posting, which you will receive as PDF attachments.
- You can search for student resumes under the **Résumé Books** tab.

### On-Campus Recruiting

- If you are interested in on-campus recruiting, contact Branden Grimmatt at the Office of Career Services at 617.496.3313.