



# HIRE System & On-Campus Recruiting Ready Reference ♦ D-8

College of Engineering, Architecture & Technology ♦ Career Services

## What is OSU HIRE System?

The *HIRE System* is the latest tool used for on-campus interviewing. It is designed to facilitate the hiring process for employers and their potential employees. Some benefits of the *HIRE System* for students and alumni include: uploading resume; job search/applying for job openings; viewing upcoming events; and publishing resumes for employers to access anytime.

## How Do I Subscribe to the *HIRE System*?

1. Go to: [www.hireosugrads.com](http://www.hireosugrads.com)
2. Click on the *Student Site* link.
3. Select *Click Here to Log-In*, located in the upper right corner beneath the HIRE System logo.
4. Once on the HIRE System, click the link for *New Users* at the top of the page.
5. When prompted for your User Name, enter your OSU email address (name@okstate.edu) and click *Reset Password*.
6. Your default password will be emailed to you. Once you receive this email, log in and change your password and create your profile.

## Logging-In to the *HIRE System*

1. Go to: [www.hireosugrads.com](http://www.hireosugrads.com)
2. Click on *Student Site*.
3. Select *Click Here to Log-In*, located in the upper right corner beneath the HIRE System logo.
4. Enter your OSU email address (name@okstate.edu) and HIRE System password.

## Internet Browser

If using America On-Line (AOL), you may have difficulties due to AOL's extra security measures. Please contact Career Services if you have questions.

## Home Page

Your Home Page is where all sections of your account can be managed. The three sections include: My Profile, My Documents, and My Activity.

## My Profile

This section contains student's personal and academic information used in the recruiting process.

**Before starting your job application, be sure to fill the fields that are marked with a red asterisk.**

Below are some guidelines you should follow:

1. Click on *My Profile* and the following are displayed:
  - Personal Information
  - Demographic Information
  - Skills
  - Additional Information
2. To enter or edit information in a given section, click the *Edit* button corresponding to that section.
3. An edit page will appear for you to enter/edit your information.
4. Click the *Save* button when editing is complete. Closing without saving information will result in lost data.

**NOTE:** Ctrl-click allows you to make multiple selections.

## My Documents

This feature stores important documents such as resumes, cover letters, and writing samples. Samples of these documents are available to download into Microsoft Word. CEAT Career Services is available to assist you in writing and reviewing your resumes and cover letters. All uploaded documents should be created in Microsoft Word and be compatible with a least the 4.0 version.

## Uploading Documents

Navigate to Documents using the main navigation bar

1. Click on *My Account & Resumes* and select *My Documents*.
2. Select the type of document you want to upload (Resume, Cover Letter, References, Unofficial Transcripts, etc).
3. Click *Upload File*.
4. Browse for the file you want to upload and click *Upload*.

## NOTE:

- The first resume uploaded will be your primary document. It should be general and not employer specific.
- Uploading resume does not mean you have applied for a job. You are still expected to apply for a job announcement.

### To Apply for a Job

1. Click the **Find Employment** button on the main navigation bar.
2. Narrow your job search by using keywords, major, job function or location. Select your industry or position type. *Use Ctrl-click for multiple choices.*
3. Click **Search** to generate a list of positions that match the criteria you entered. To view the job description, click on the position title.
4. From the matching job postings, click **Job ID** or **Job Title**. After you have selected which position you want to apply for, click the **Apply Via the HIRE System**. Check the online application address located at the bottom of the page and read application instructions if this link is not available. If you are unable to apply for a position, contact OSU Career Services at 744-5253.
5. From the document list on the **Apply for a Job** page, select the document(s) to be sent to the employer. This may include your resume and a cover letter written to match the job description.
6. Click on the **Submit** button and a confirmation page indicates the documents have been submitted to the employer. To edit these submitted documents before the application deadline, call the Career Services at 744-5253.

### Calendar

Use the Calendar to stay updated on upcoming events, information sessions and application deadlines. You may also click on **Application Deadline** of the job listed to view the job description and information on how to apply. For quick future reference, choose **Add to Favorite Jobs**.

### Applications

This allows users to keep track of their applications sent and interview schedules. If an interview acceptance is received, an interview time slot may be selected or the interview may be declined.

**NOTE:** Interviews may be set up only between the specific starting/ending dates.

### To select an interview time slot:

1. Check the Employer Decision to see if you have been selected for an interview.
2. Click **Job Title** on the main navigation bar to select interview time.
3. Click **Sign Up for an Interview**.
4. Select the radio button associated with the time slot you desire and click **Save**.

### To change an interview time slot:

1. Click on **My Account & Resumes** on the main navigation bar and select **My Activity**.
2. Click **Details/Sign up** for the specific job.
3. Click **Choose a Different Interview Slot**.
4. Select an available time slot and click **Save**.

### Cancellation of an interview:

Plan ahead and if at all possible, avoid cancelling an interview. If necessary, however, you may cancel an interview through the **Applications** section by 4:00 pm, two business days prior to the interview. If you need to cancel an interview with less than two business days notice, Career Services must be contacted at least 24 hours (one working day) prior to the date of the interview.

Late cancellations (less than 24 hours of the interview) or failure to appear for a scheduled interview will result in restriction from the on-campus recruiting program. A stamped letter to the employer explaining the absence must be brought to Career Services, along with a copy for Career Services' files, within one week of the cancellation. **Access to the HIRE System will be blocked until a copy of the apology letter is received and the student attends an information session on ethics and professionalism conducted by OSU Career Services.**

After two no-shows, or cancellations, a meeting with Career Services administration will be necessary to determine eligibility for continued participation in the program.

If an employer must change or cancel a campus visit, OSU Career Services will notify students as quickly as possible by email and/or telephone. Please insure that your current e-mail address and phone number are listed on your profile at all times.

### For Assistance:

Contact OSU Career Services at 744-5253 or the CEAT Career Services office. We are available to answer any questions you may have.

### Visit our Web site:

For more information about your HIRE System account and other Career Services opportunities, visit our web site at [www.hireOSUgrads.com](http://www.hireOSUgrads.com).