

Welcome!

This guide will help you navigate YOUR SITE. In our website, you will be able to keep your profile updated, view and add jobs and search for qualified candidates.

Registering/ Logging in

Step 1: Go to our login page: www.ualumniCareers.com and click on the **Hire IU Alumni** link.

Step 2: If you are a registered user, simply type your username and password, then click Login.

If you have never registered, click the **Click here to register** link. Fill out your profile and click the Register button.



You will receive an email after your registration has been approved. While you are "pending" you can post jobs in our system.

NOTE: If you forgot your password, you can click the **Forgot your password?** link to have it reset and emailed to you. This link is on the Login Page.

Home

After you have logged in, you will be on the Home page. Here you will find 4 useful tools:

1. **Announcements** — Listed is our phone number and email address, if you need personal assistance.
2. **Resource Library** — You will find this Employer Guide.
3. **Quick Links** —
 - [Report a Hire](#) — Let us know you hire an alumna/us by clicking this link.
 - [My Task List](#)— This folder will show all new resume referrals (you will also be notified via email when an alumna/us applies to one of your job postings).
 - [Saved Searches](#)—You will find any alumni searches that you have saved.
4. **Calendar** — You will see jobs that are expiring for your company and any upcoming Job Fairs and Employer Orientations.

My Profile

Choose this menu option to update your contact information (password, phone #, email, etc).

NOTE: Under the Employer profile, you can choose to be included in the Employer Directory, and whether you want just your Company displayed or also your contact information. This will be available to alumni.

Student Search

*only available to Full Access employers

Choose this menu option to search our alumni database.

The Keyword field searches default resumes for alumni in the system.

Once you run an alumni search, you can view the profile and resume of each alumna/us individually or create a packet of all the alumni that match your search.

My Jobs

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How do I create a new job?

Choose My Jobs> New Job to create a new job posting.

How do I edit an existing job?

Choose My Jobs to view a list of all job postings you have created. Click on the Job ID or Job Title to view your job's details. If you edit a job, it will be reviewed by our office before it is reposted to alumni.

What do the Job statuses mean?

Pending—All new jobs and edited jobs will be marked with this status.

Active—After a job is approved by our office, we will assign your job this status.

NOTE: You can close this job by opening it and clicking [Close Job] at the top.

Closed by Employer—This is the status assigned when you close the job.

Inactive—When a job expires, it will be assigned this status.

How do I create or view job Placements or resume Referrals?

Choose My Jobs and next to each job you will find the Activity column.

R is for Referrals — Click the R to view alumni that have applied.

P is for Placements — Click the P to view job Placements of previously hired alumni. See the following section below for directions on how to “report a Hire.”

JOB FAQs:

When will my job post to alumni?

Once your job is accepted by our office, we will change the status to Active and it will post on the Post Date listed. If the Post Date has passed, then it posts as soon as we accept it.

When will my job expire to alumni?

When the expiration date is reached. The default is set to 60 days from the posting date. You may edit this date if you want your job posted online for a shorter or longer period of time.

Will I get an email the day my job expires?

Yes, it will be emailed to the email address listed in your profile, under My Profile.

How do I close a job before the Expiration date?

Click on your job to view the details. At the top of the job you will see [Close Job]. Click on that link to close your job. The status will change to “Closed By Employer” and it will no longer be available to alumni. (Please don't forget to create a placement if you hired one of our alumni!)

I'm filling out a job for the first-time. What are these fields?

Show Contact Info—

Choose Yes to show your contact info section.

Choose No to not show it.

Allow Online Referrals—

Choose Yes to allow alumni to apply online through ialumnicareers.com. You will receive an email as alumni apply. Choose No if you prefer to receive resumes or alumni contact outside of the system (be sure to fill out the Application Instructions field so alumni will know how to apply).

**Hire an alumna/us?
Let us know!**

Should I report a hire?

Yes! You should always report the hire of an alumna/us. Each reported hire helps our office maintain accurate hiring statistics. These statistics allow us to better serve both you and our alumni!

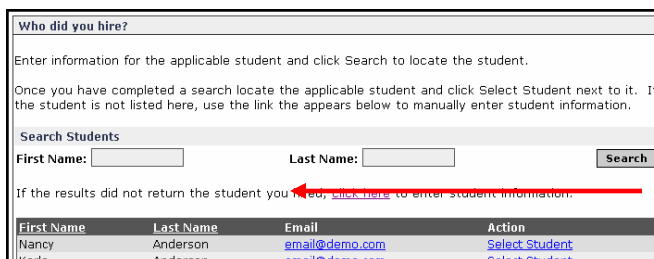
How do I report a hire?

STEP ONE: To report a hire, click on the **Report a Hire** link located next to the calendar on your Home page. This will step you through the process.



Click the **Report a Hire** link to begin

STEP TWO: Search for the candidate you hired. Then, click “Select” next to his/her name.



Can't find your alumna/us?
Click the “click here” link to enter his/her name.

STEP THREE: Select the job/position for which this alumna/us was hired.

What position was filled?

If the results did not return the position that was filled, [click here](#) to enter position information.

My Jobs

My Jobs list all jobs in the system for your account. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

Your Jobs

Job ID	Job Title	Action
476	Assistant Researcher	Select Job
1		

Can't find your job?
Click the **click here** link.

Select the correct job by clicking on the **Select Job** link.

Contact Us!

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