

## EMPLOYER USER GUIDE

### NEW USERS

#### REGISTER

- Go to [HireTulsaTechGrads.com](http://HireTulsaTechGrads.com). Click on the  button.
- On the Employer login page, select [Click here to Register].
- Search for your organization. If it's in our system, select it and create your own profile within your company account.
- If you can't find your company, click on [Can't Find Your Organization] to create an account for you and your company.
- If you get a message saying "Username Not Unique" this means *you already have a profile in the system with that email address*. In this case, *do not create a new account*. Instead, select the "Forgot Password" link, and proceed from there to access your account.
- Complete all sections. Fields with an \* are required.
- When finished, click the  button.
- New accounts and job postings will be in pending status until approved by an administrator. You'll receive an email notification when approved. If a confirmation isn't received within 48 hours, please contact our office.

### EXISTING USERS

#### LOGIN

- Go to [HireTulsaTechGrads.com](http://HireTulsaTechGrads.com). Click on the  button.
- Log into system with your Username and Password. Your Username is your email address.
- If you forget your password, select [Forgot Password].

#### CREATE A NEW JOB

- Put cursor over [My Jobs] on top menu bar. Click on [New Job] in drop-down menu.
- Enter job information. Fields with an \* are required.
- [Expire Date] field: Defaults to a 60-day expiration date, however you can enter a different date. To keep the job posted indefinitely, leave this field blank; it will be active until you manually close out the job.
- [Show Contact Information] field: You can choose whether you want your *individual* contact information to be seen by potential candidates. Select [yes] if you want to be visible. Select [no] to keep your individual contact information confidential. There is a separate field in the Company profile section to choose whether your company should be included in our company directory.
- Click  when finished.

#### MAKE CHANGES TO OR RENEW JOB POSTINGS

- Put cursor over [My Jobs] on top menu bar. Click on [Job List] in drop-down menu.
- Select the job you want to edit.
- To edit active jobs, click on a specific section's [Edit] link and make your changes. Click  within that section when finished.
- To re-post an expired/inactive job, open the job profile, then click on [Copy Job] in left-column menu.
- Feel free to contact our office for assistance.

## **EXISTING USERS, continued**

### **STUDENT / RESUME SEARCH (NOT AVAILABLE TO THIRD PARTY EMPLOYERS)**

- Put cursor over [Student Search] on top menu bar. Click on [Search] in drop-down menu.
- Choose your criteria and click SEARCH.
- View student profiles by clicking on their name.
- View a student's resume by clicking on [View Documents] within their profile.
- View sets of student resumes by creating a resume packet. From your search results, click on the [Create Packet] button at the bottom of the page, then select [Email Packet to Self]. You'll be able to view, print and/or download the resume packet.
- Feel free to contact our office for assistance.

### **JOB FAIRS / MOCK INTERVIEWS / ALL CAREER EVENTS**

- Put cursor over [Career Events] on top menu bar, then click on [Search] in drop-down menu.
- Without entering any search criteria, click on [Search] to view all active events.
- Click on event name to view details and/or register.
- Once you register for an event, you'll receive a confirmation email.
- To make changes after you've registered, contact our office at 918-828-5270.

### **UPDATE PROFILE**

- To update your *company* information, click on [Edit] within "Employer" section. Click  when finished.
- To update your *individual* information, click on [Edit] within "Contact" section. Click  when finished.

### **REPORT A HIRE**

- Please share the good news! It will only take 1-2 minutes.
- Click on [Report a Hire] within left-column menu.
- Search for the person you hired, then select his/her name. If the name isn't listed, select the 'click here' link to enter their name. Click Continue.
- Select the related job from your list, then click Finish.

**FOR ASSISTANCE, PLEASE FEEL FREE TO CONTACT US:**

**TULSA TECH - CAREER PLACEMENT SERVICES | 918-828-5270 | HIRETULSA TECHGRADS@TULSATECH.EDU**