



Faculty User Guide

Go to HireTulsaTechGrads.com, then click on the button.

LOGGING IN

- **New User:** Faculty accounts are created by the Career Placement Office (for security reasons since Faculty can access student accounts). If you don't have an account, or can't remember, contact us at 828-5270 or HireTulsaTechGrads@tulsatech.edu.
- **Existing User:** Log in using your Tulsa Tech email address. If you can't remember your password, click on the Forgot Password link.

TO ACCESS THE HIRE SYSTEM AS IF YOU WERE A STUDENT

- If you want to see the system as students see it, create a "mock student account." Go to HireTulsaTechGrads.com, click on the button, and create a mock student account using your personal email address (the system will only allow an email address/username to be used for one account, so you cannot use your Tulsa Tech email address). Make sure to select "no" in the "Allow Employer Viewing" field.

SEARCH STUDENT PROFILES AND RESUMES

- Click on on the top menu bar, enter search criteria (or leave blank to view all), then click .
- View a student's profile by clicking on individual's name.
- Students may store resumes, cover letters, digital portfolios, reference letters, certificates and more within their profile. To view a student's documents, click on within their profile.

SEARCH EMPLOYERS

- Click on on the top menu bar. Enter organization name or other search criteria (ex: a specific city or state), then click . Or, to view *all* employers, leave all fields blank, then click .
- View individual employer and contact information by clicking on the organization's and contact's name. You can also see within a contact's profile if they are open to WBE opportunities, and if they are a Tulsa Tech alum.

SEARCH JOBS

- Click on on the top menu bar, enter search criteria (or leave blank to view *all* jobs), then click .
- Click on job title to view job details and application instructions.

SEARCH JOB FAIRS, CAREER WORKSHOPS, ETC.

- Click on on the top menu bar. Leave search fields blank, then click to view *all* active events.
- Click on event name to view details.

RESOURCE LIBRARY

- Faculty and students have access to the Resource Library, located within the left side menu. Find helpful tools for resume building, job fair prep, user guides, student business cards instructions, additional job sites, access to the CareerTipTuesday archives and more.