



HIRE System and On-Campus Recruiting Ready Reference ♦ D-8

♦ OSU Career Services

How does on-campus interviewing work and what is the HIRE System?

The HIRE System, OSU's career opportunity search engine, is the latest tool used for on-campus interviewing. It is a system with numerous benefits and is designed to facilitate the hiring process for employers and their prospective employees, OSU students and alumni. It benefits all concerned!

- ♦ There is no cost to subscribe with the HIRE System for OSU students or alumni.
- ♦ Students and alumni can upload résumés, search for jobs, and apply for positions. They can use the calendar to view upcoming application deadlines and special events.
- ♦ Employers can request Career Services to forward résumés of those who meet job requirements. Furthermore, for those who choose to *publish* their résumés, employers may access them at any time.

How do I subscribe to the HIRE System?

1. Go to www.hireosugrads.com
2. Click on *Student Site, Find a Job*, and then click *HIRE System*
3. Click on *HIRE System Orientation* and complete the required online orientation, which includes a brief quiz, after which you will complete a subscription agreement. Make special note of the "token" password. It will be requested in the next step.
4. Click on *Create an Account* where you will edit your personal profile. Follow steps 1-3 below, and then click on *Create Account*.
5. After subscribing, allow 24 hours for full interactive access.

How do I get started after I've subscribed?

After the 24-hour activation period, you will receive an e-mail from Career Services with additional instructions about your HIRE System account.

Logging into the HIRE System:

1. Go to: www.hireosugrads.com

2. Click on *Student Site*.
3. Click on the *HIRE System* logo
4. Enter your unique Username
5. Enter your unique Password
6. If you are not able to log in, please contact Career Services for assistance - 744-5253.

Internet Browser:

- Netscape Navigator 3.04 or better
- Microsoft Internet Explorer 4.0 or better
- If using America On-Line (AOL), you may experience difficulty due to AOL's extra security measures. Please contact Career Services if you have questions.

PROFILE:

The profile section contains personal and academic information used in the recruitment process. **Before beginning the job application, complete all required fields, which are marked with a red asterisk.** It is strongly recommended that you fully complete the profile form, paying special attention to the guidelines noted below.

To Create and Edit your Profile:

From '*Profile*,' click *View/edit profile data*. Select the appropriate link to one of the following sections, click the pop-up browser window marked '*Edit*'

'*Personal Information*'

'*Academic Information*'

Under '*Academic Information*:'

- Make certain to *correctly* mark your citizenship or visa status. There are serious consequences for purposely marking incorrect information.
- In the '*Current Education*' section, list **all past, current, and related majors and minors under Major/Concentration**, using Ctrl-click to select multiple choices.

'*Career Preferences*'

'*Continued Academics*'

Oklahoma State University
Career Services Office ♦ 350-370 Student Union ♦ Stillwater, OK 74078
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'Administration'

IMPORTANT!! Click the '**Save**' button when editing is complete. If you close without saving information, it will result in lost data.

MY DOCUMENTS

This feature stores important documents, including résumés, cover letters, and writing samples. Such documents are useful for employers. Samples of such documents are available to download into Microsoft Word. Your College Career Consultants are available to offer assistance in the writing and review of résumés and cover letters. Remember that all uploaded documents should be created in Microsoft Word and be compatible with at least the 4.0 version of Adobe Acrobat.

To upload documents:

Navigate to '**Documents**' using the main navigation bar.

1. Locate '**Upload a document.**'
2. Select the type of document you want to upload. The first résumé uploaded will be designated the "primary résumé." It should be general and not employer specific, since it will potentially be sent to prospective employers requesting candidates with your qualifications. The primary résumé can be changed at any time.
3. Click '**Upload.**' The process is complete when the status column of the selected document reads '**ready.**' This may take several minutes.
4. Click the '**Publish Résumé**' button and select the appropriate book and résumé to be published. Publishing your résumé enables potential employers who have access to our database to view your résumé at any time.
5. Click the '**Save**' button to save selection.

Note: Uploading a résumé does not mean that you have applied for jobs posted on the HIRE System. You must actively apply for jobs. Employers who

are not able to interview on campus will sometimes request résumés. Most employers, however, expect you to apply for their job announcements.

JOB SEARCH

There are a variety of ways to search for jobs on the HIRE System. However, searches that specify **Desired Major/Concentration** yield the best results.

- ♦ In the section **Jobs & Internships**, select **More search options.**
- ♦ Under "**More Searches**" on the left, click on **Expanded Search of OSU Career Services Postings.**
- ♦ Scroll down in **Desired Major/Concentration.** Select majors indicated in your profile, Ctrl-click for multiple choices.
- ♦ Select the opportunity type: job, internship, or co-op.
- ♦ You can also sort search results by the date a job is posted. At the **Sort By** option in the drop-down list found on the bottom of the search screen, select **Date Posted.** Jobs posted most recently will be listed first.
- ♦ Click the position title to see if the job description interests you.
- ♦ Since you may search many times using the same criteria, consider saving your search for future reference. Once a search is completed, click on **Save Your Search.**

To apply for a job:

1. When you find a position and want to apply, scroll to the bottom of the page. If the **Apply** button is not available, more information can be found as to why the job is unavailable.
2. From the document list on the **Apply to Job** page, select the document(s) you want sent to the employer. For example, you may submit an uploaded résumé and cover letter tailored for the potential employer and job description. Click the **Submit** button.

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3. A confirmation page indicates that selected documents have been submitted to the employer. You may change application documents until the application deadline; however, please call our office at 744-5253 to do so. Ask to speak to a member of the Hire OSU Grads team.

CALENDAR

From the home page, access the calendar to stay updated on scheduled upcoming events, information sessions, and application deadlines. Click *See all upcoming events*. Click on 'Application Deadline' of the job listed to view the job description and information of how to apply. For quick future reference, choose *Add to Favorite Jobs*.

APPLICATIONS

Your active applications will allow you to keep track of applications sent and interview schedules. The status will be one of the following: undecided, accepted, or declined. If you are selected for an interview, an interview time slot may be selected, or you may choose to decline the interview. **Note:** Interviews may be set up only between the specified starting/ending dates.

To select an interview time slot:

1. Click the *Applications* button on the main navigation bar, then *your active applications*.
2. Check the Employer Decision to see if you have been selected for an interview.
3. Click *Details/Sign up*.
4. On the Application Details page, under *Interview Schedules*, click *Sign up for an Interview*.
5. Select the radio button associated with the time slot you desire.
6. Click *Save*.

To change an interview time slot:

1. Click *Applications* on the main navigation bar.
2. Click *Details/Sign up* for the specific job.
3. Click *Choose a different interview slot*.

4. Select an available time slot.
5. Click *Save*.

Cancellation of an interview:

Plan ahead and, if at all possible, avoid canceling interviews. 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**. Call 744-5253.

Late Cancellation (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.**

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 e-mail and/or telephone. Please insure that your current e-mail address and phone number are listed on your profile at all times.

For help:

Contact Career Services at 744-5253 or your college Career Services office.

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.

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