SAMFORD UNIVERSITY CAREER DEVELOPMENT CENTER

hireSamford.com

Employer User Guide

2012

Creating an Account

Posting a Job

Scheduling Interviews

hireSamford.com CHEAT SHEET

Creating an Account

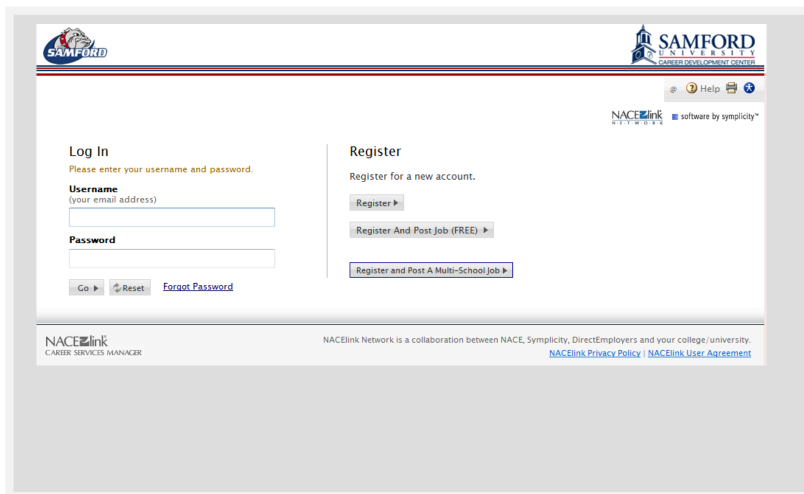
Step 1:

To create an account go to www.hireSamford.com and click the "Employer" icon.

Step 2:

If you have already set up a profile on hireSamford.com or formerly known as Samfordbulldogs.org you will want to Log in using your username and password. If you have forgot your password click the "Forgot Password" link.

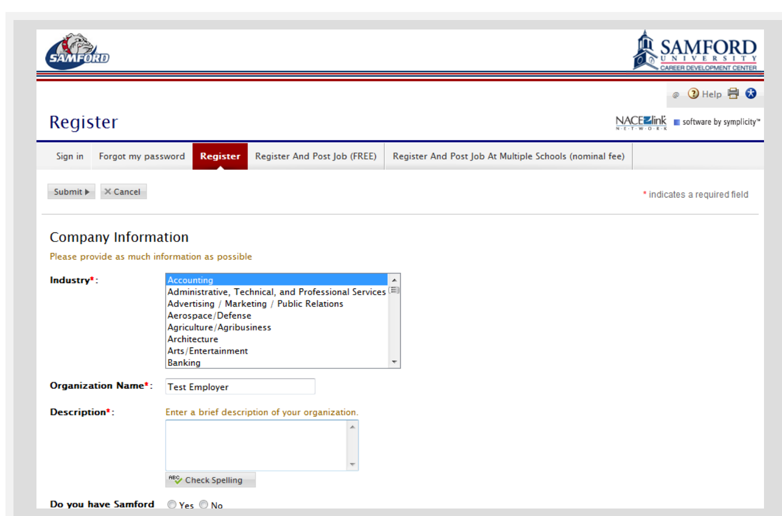
If this is your first time on hireSamford, you will want to choose one of the new account options on the right side of the screen.



Step 3:

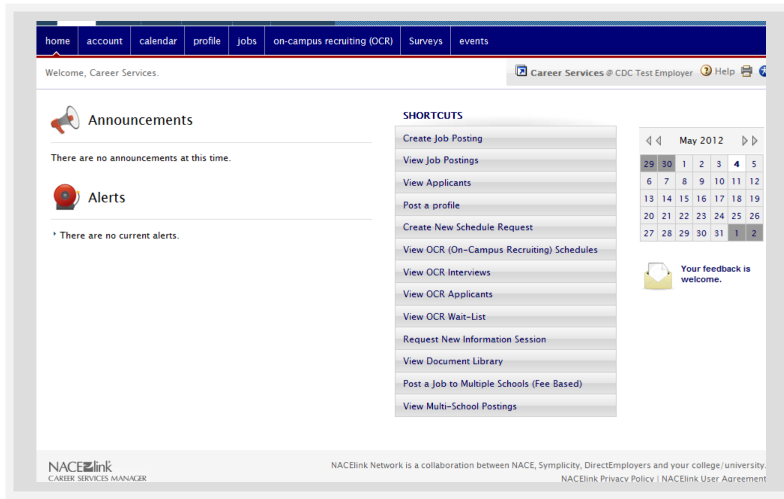
Next fill out information about your company then click "submit."

As soon as your profile has been approved by the career development center. You will receive an email confirming your registration with your username and password.

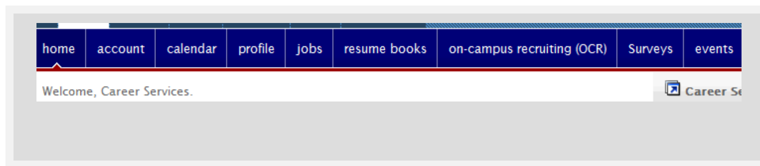


Step 4:

Once you have been approved by the career development center and received your new username and password. You will be directed to the hireSamford homepage.



Once on your homepage, you will see tabs listed across the top that include the following:

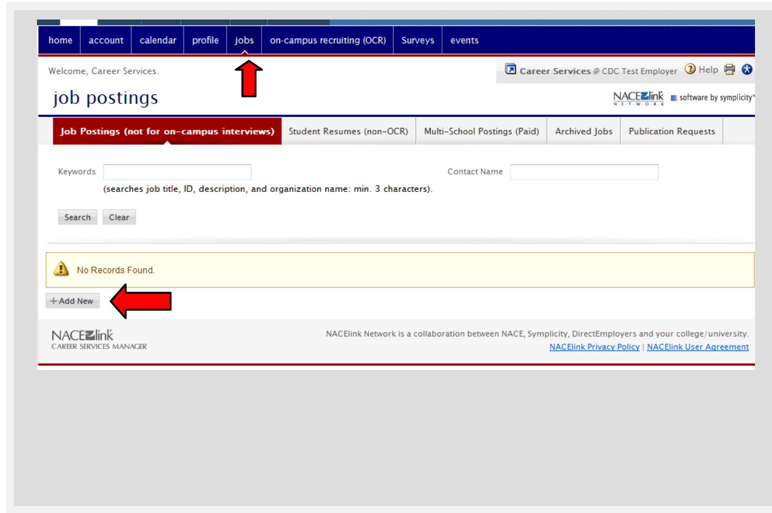


- **Account**
  Update contact and password information
- **Calendar**
  View upcoming events
- **Profile**
  Update your company description, upload your company's logo and recruitment videos
- **Jobs**
  Post a job for non on-campus interviews
- **Resume Books**
  Review resumes submitted by accounting students
- **On-Campus Recruiting**
  Schedule on-campus interviews
- **Surveys**
  List any surveys posted
- **Events**
  List any career related events that are taking place throughout the semester

Posting a Job

Step 1:

Go to the jobs tab and click the “Add New” button

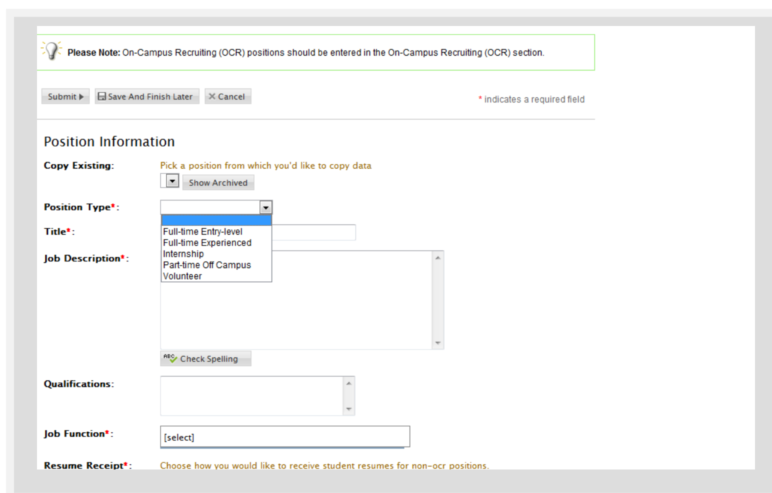


Step 2:

Fill out information about your job on the Position Information form then click “submit.”

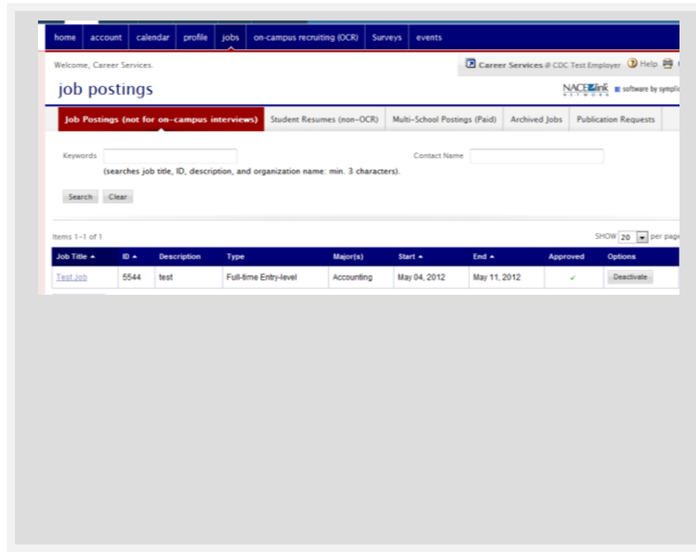
Note: *You have three options to collect resumes from students:*

- **Option 1:** Resumes emailed to you as students apply.
- **Option 2:** Receive packets of students resumes electronically.
- **Option 3:** Direct applicants to your company’s website.



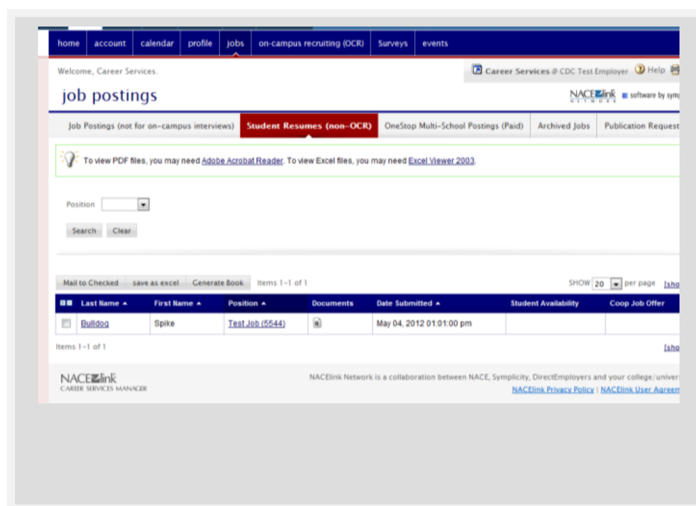
Once you have clicked submit, your job posting will be in pending status till the career development center approves.

Once the career development center approves your job you will receive a notification via email or you can click the job tab and look under the approved section. You should see a green check if it has been approved.

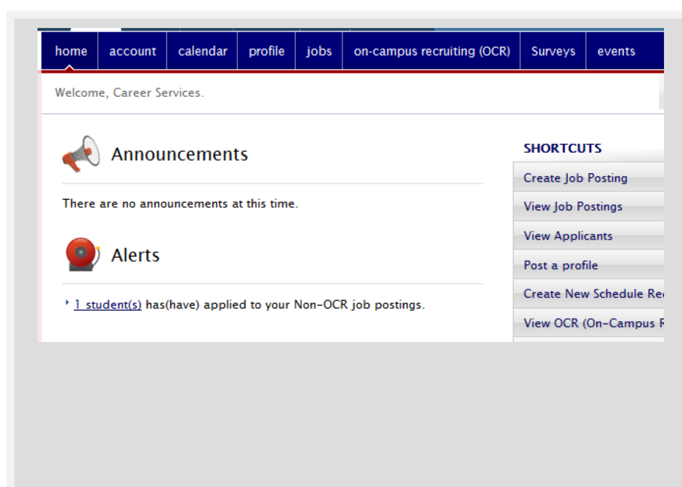


Step 4:

To see who has applied to your job posting select "Student Resumes for (non-OCR)"



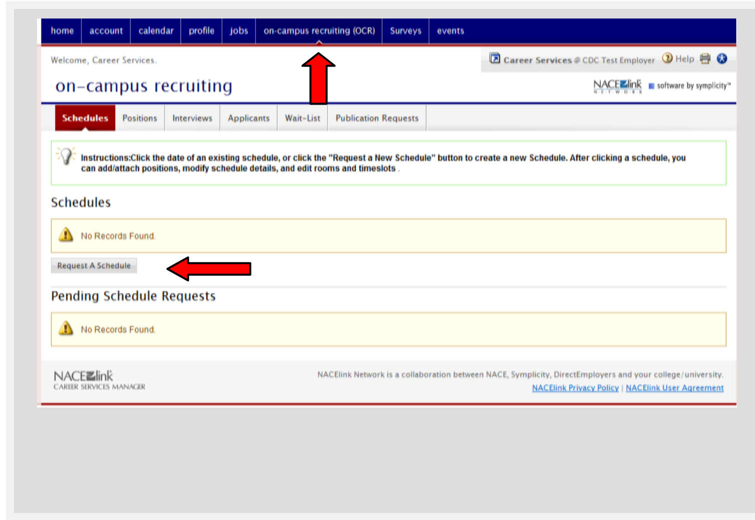
You will also receive an alert on your home page notifying you that a student has applied.



Scheduling Interviews

Step 1:

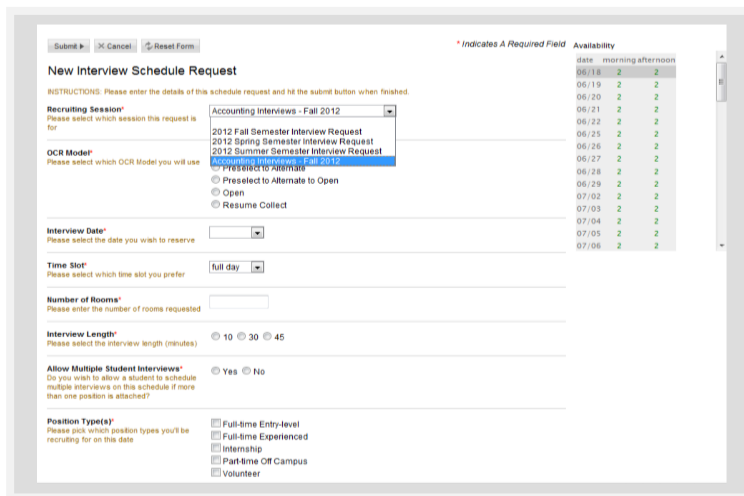
Go to the “On-Campus Recruiting” tab and click “Request a Schedule”



Step 2:

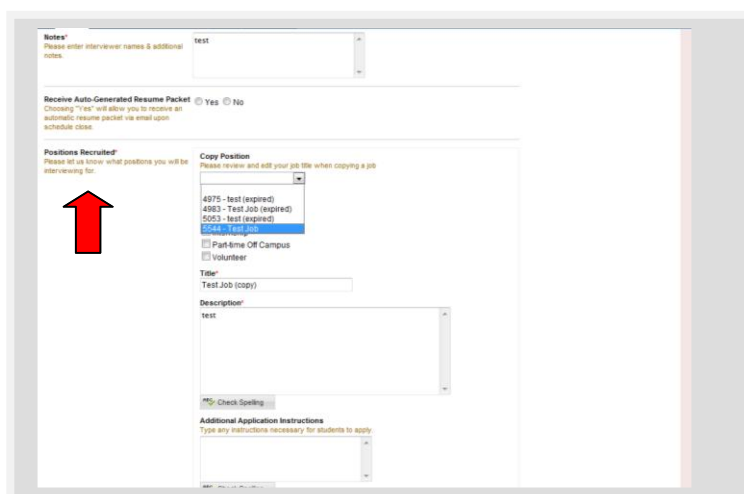
Fill out the New Interview Schedule Request form.

Select Recruiting Session “Accounting Interviews Fall 2012”.

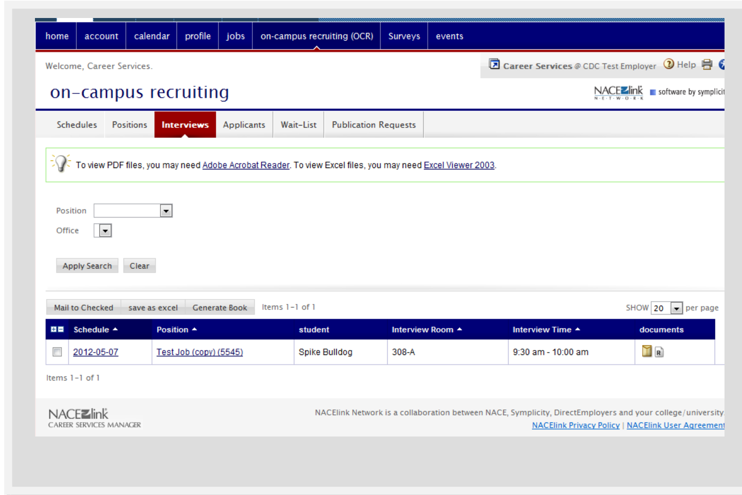


When filling out the Interview Request Form you have the option of selecting **“Preselect”** where you select who you want to interview or **“Open”** where any student who meets your hiring criteria can sign up to interview.

To add your job, under the “Position Recruited” section select the internship posting you are interviewing for then click “submit.”



*Note: Your interview will be in the pending schedule request section till the career development center approves.



Step 3:

To see who has signed up on your interview schedule click the “Interviews” tab.

For “Open” Interviews

You will see the students name their interview room and time along with a copy of their resume.

For “Pre-Select” Interviews

Student will request an interview. You would then select the student you want to interview. The students would receive a notification that they have been selected and they would select the available time slot indicated on your interview schedule.

We are here to HELP

SAMFORD UNIVERSITY
CAREER DEVELOPMENT CENTER

Mary Beth Barnes
Director of Experiential Education
P: (205) 726 – 2836
E: mbarnes2@samford.edu

Benjamin Bailey
Director of Employer Relations
P: (205) 726 – 2578
E: bbailey3@samford.edu