



# Ready Reference D-8 Hire System & On-Campus Recruiting

## The OSU HIRE System

The HIRE System is the latest tool used for on-campus interviewing. It is designed to facilitate the hiring process for employers and their potential employees. Some benefits of the HIRE System for students and alumni include: uploading resume; job search/applying for job openings; viewing upcoming events; and publishing resumes for employers to access anytime

### ***How Do I Subscribe to the HIRE System?***

1. Go to: [www.hireosugrads.com](http://www.hireosugrads.com) and enter the Student/Alums site.
2. Click the HIRE System Login link, located on the left side of the screen.
3. Once on the HIRE System, click the link for New Users at the top of the page.
4. When prompted for your User Name, enter your OSU email address (name@okstate.edu) and click Reset Password.
5. Your default password will be emailed to you. Once you receive this email, log in and change your password and create your profile.

### ***Logging-In to the HIRE System***

1. Go to: [www.hireosugrads.com](http://www.hireosugrads.com) and enter the Student/Alums site.
2. Click the HIRE System Login link, located on the left side of the screen.
3. Enter your OSU email address (name@okstate.edu) and HIRE System password.

### ***Internet Browser and Home Page***

If using America On-Line (AOL), you may have difficulties due to AOL's extra security measures. Please contact Career Services if you have questions.

Your Home Page is where all sections of your account can be managed. The three sections include: My Profile, My Documents, and My Activity.

### ***My Profile***

This section contains student's personal and academic information used in the recruiting process. Before starting your job application, be sure to fill the fields that are marked with a red asterisk. Below are some guidelines you should follow:

1. Click on My Profile and the following are displayed: Personal Information, Demographic Information, Skills, and Additional Information.
2. To edit information in a given section, click the Edit button corresponding to that section.
3. An edit page will appear for you to enter/edit your information.
4. Click the Save button when editing is complete.

## ***My Documents***

This feature stores important documents such as resumes, cover letters, and writing samples. Samples of these documents are available to download into Microsoft Word. CEAT Career Services is available to assist you in writing and reviewing your resumes and cover letters. All uploaded documents should be created in Microsoft Word and be compatible with a least the 4.0 version.

## ***Uploading Documents***

Navigate to Documents using the main navigation bar

1. Click on My Account & Resumes and select My Documents.
2. Select the type of document you want to upload (Resume, Cover Letter, References, Unofficial Transcripts, etc.).
3. Click Upload File.
4. Browse for the file you want to upload and click Upload.

### **NOTE:**

The first resume uploaded will be your primary document. It should be general and not employer specific. Uploading resume does not mean you have applied for a job. You are still expected to apply for a job announcement.

## ***To Apply for a Job***

1. Click the Find Employment button on the main navigation bar.
2. Narrow your job searches by using keywords, major, job function or location. Select your industry or position type. Use Ctrl-click for multiple choices.
3. Click Search to generate a list of positions that match the criteria you entered. To view the job description, click on the position title.
4. From the matching job postings, click Job ID or Job Title. After you have selected which position you want to apply for, click the Apply Via the HIRE System. Check the online application address located at the bottom of the page and read application instructions if this link is not available. If you are unable to apply for a position, contact OSU Career Services at 744-5253.
5. From the document list on the Apply for a Job page, select the document(s) to be sent to the employer. This may include your resume and a cover letter written to match the job description.
6. Click on the Submit button and a confirmation page indicates the documents have been submitted to the employer. To edit these submitted documents before the application deadline, call the Career Services at 744-5253.

## ***Calendar***

Use the Calendar to stay updated on upcoming events, information sessions and application deadlines. You may also click on Application Deadline of the job listed to view the job description and information on how to apply. For quick future reference, choose Add to Favorite Jobs.

## ***Applications***

This allows users to keep track of their applications sent and interview schedules. If an interview acceptance is received, an interview time slot may be selected or the interview may be declined.

***To select an interview time slot:***

1. Check the Employer Decision to see if you have been selected for an interview.
2. Click Job Title on the main navigation bar to select interview time.
3. Click Sign Up for an Interview.
4. Select the radio button associated with the time slot you desire and click Save.

***To change an interview time slot:***

1. Click on My Account & Resumes on the main navigation bar and select My Activity.
2. Click Details/Sign up for the specific job.
3. Click Choose a Different Interview Slot.
4. Select an available time slot and click Save.

***Cancellation of an interview:***

Plan ahead and if at all possible, avoid cancelling an interview. 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.

Late cancellations (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 and the student attends an information session on ethics and professionalism conducted by OSU Career Services.

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

***For Assistance:***

Contact OSU Career Services at 744-5253 or the CEAT Career Services office. We are available to answer any questions you may have.

***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](http://www.hireOSUgrads.com).