



Employer Quick Start Guide: HIRE-UT

Once you have established your HIRE-UT account, you may manage your recruiting at The University of Tampa by doing the following:

- Editing Your Company and Contact Profiles
- Creating and Editing Jobs
- Managing Your Applications
- Reviewing Your Calendar
- Utilizing Resume Books

Editing Your Company and Contact Profiles

The first time you access your school(s) each year, you may want to review your company and contact data to make sure that the school has all of your up-to-date information.

To Edit Your Information:

1. From the Home Page, select a school name under Your Linked Schools
2. Select Company Profile or Personal Profile on the right hand side of the page to edit the related information.
3. If you work with more than one school, you will need to repeat these steps to edit the information for each school.

***Additional Tips:*

- Contact Visibility settings are editable in the Personal Profile section
- YOUR ACCOUNT: Use "Your Account" in the right hand corner of any page to edit your Experience account information or change your eRecruiting login information at any time.

Creating and Editing Jobs

Below are some instructions and tips for creating and managing your jobs in HIRE-UT.

Creating Jobs in HIRE-UT:

1. From the Home Page, select a school name under Your Linked Schools
2. Navigate to the Jobs section and click on the link to "Create a New Job"
3. Fill in all required field information
4. Select your preferred application method
5. Answer whether you will be interviewing on-campus
6. Select any desired qualifications and click "Save" to save your job

Editing Jobs in HIRE-UT:

1. From the Home Page, select a school name under Your Linked Schools
2. From the Jobs section, select the Job Title
3. Click the "Edit" button and make any changes to the job
4. Select "Save" to save your changes

***Additional Tips:*

- Interview Schedules and Information Sessions - If you are planning to interview on-campus or host any events on-campus, you will need to contact the career center to have them set up your schedules/events.

- Copying Jobs - You can copy your jobs to easily re-create jobs for different recruiting seasons by following the editing steps above and selecting instead to "Copy" rather than "Edit".
- **Apply Dates** – The school career center is responsible for setting your apply dates for you. If you have questions concerning the application date information, please contact the school directly.
- **Closing a Job** – The career center is responsible for closing the job for you once your recruiting is complete. If you need to close a job early, please contact the career center directly to notify them of this change.

Managing Your Applications

If you are collecting applications for your job through eRecruiting, you can access your applications through the Jobs section. Below are some instructions for managing your applications.

Viewing Your Applications:

1. From the Home Page, select a school name under Your Linked Schools
2. Go to your Jobs section and select the numeric link in the Applications column.
3. Use the "Print All Applications" link for easy access to all of the submitted resumes and application materials. The system will bundle the documents and email them to you and will also present them to you on-screen so you can print them out.
4. Once you are ready to make your decisions, select the students you wish to accept by placing a checkmark to the left of their name(s). Use the "choose an action" menu to accept your chosen candidates. Click the "submit" button when you are ready to confirm your acceptances.
5. An automatic email will go out to the applicants informing them of your decision. You can also add a custom message to this email when you confirm your decision.
6. Repeat the process for any students you wish to select as alternates or decline. These students will also be notified by automatic email of your decision.
7. If you wish to personally email candidates after the decision is made, you can checkmark the students and use the "choose an action" menu to email the selected students.

Schedule Information

If you are conducting interviews on campus, you can view your upcoming schedules through the Jobs section. Select the interview date in the Interview Schedules column, adjacent to the Applications column, to review your schedule.

Reviewing Your Calendar

The Calendar gives you access to upcoming and past career center events.

Viewing Your Upcoming Events:

1. From the Home Page, select a school name under Your Linked Schools
2. Go to your Calendar section to review your upcoming events
3. Click on the name of each event or interview schedule to review the details for the event.
4. If you wish to interview on-campus or host an event, please contact the career center directly and they will create the schedule/event in eRecruiting.

****Additional Note:** If any of your schools use the new eRecruiting Career Fairs module, you will also be able to register for their career fairs through the Calendar section of eRecruiting.

There will be an Upcoming Career Fairs box on the right hand side of your main calendar page if they use this Career Fair module.

Utilizing Resume Books

Each school can give you access to their specific online resume books. Resume books allow you to search for qualified candidates and invite them to apply to your current positions. Below are some instructions and tips for utilizing Resume Books in eRecruiting.

Searching Resume Books:

1. From the Home Page, select a school name under Your Linked Schools
2. Go to your Resume Books section
3. To view all the resumes in a particular book, select the numeric link next to the resume book name.
4. To narrow your search, enter keywords and select a book from the drop-down menu or use the "More Search Options" link for more advanced searching.
5. On the More Search Options page, you can select specific criteria to search on, such as Major, GPA, etc. *To multi-select in any field, hold down your Ctrl button.*
6. On the More Search Options page, you can also select to save the search as a saved search and receive email notifications when new students who meet your saved criteria enter the resume books.

Working with your Search Results:

- Once you have some resume book search results, you can click on the student name to review his/her profile or click on the resume icon to view his/her resume. You can also review a group of resumes in one batch by check marking the students and using the "choose an action menu" to select "Print/Download Documents".

If you find some students you would like to communicate out to:

1. Select the students by placing a checkmark next to their name
2. Use the "choose an action" menu to select "Invite to Apply"
3. Select the job you would like them to apply to from the drop-down menu and click "Next"
4. Review the standard email that will be sent out and, if you choose, add an additional custom message to the bottom of the email.
5. Click "Send" to complete the process.

****Additional Resume Book Tips:**

- If you don't see any resume books listed, either the school may not be using this section of eRecruiting or you don't currently have access to any books. Contact the career center for more information.
- Resume Book Searching - Keep in mind that the Advanced Search fields search off of the student profile and some students may not have completely filled out their profiles. It is best to keep your searches basic to start. Try searching using one to three search fields first to see how many results you get.
- Invite to Apply – You can only invite a student to apply if you have a current job posted with the school.