



Employer Quick Start

Log In & Registration

1. Go to <http://www.HireMizzouGrads.com> .
2. Under the employer section click “Enter”.
3. Log in with your username and password, if you do not have one follow the steps below:
4. Below the login button click “Click here to register!”
5. Type in your organization’s name. If your organization appears click on the check box to the left of its name and click (skip step 6). If your organization does not appear click on the “Can’t find your organization?” button.
6. Enter your organization’s information.
7. Enter your contact information and click on the “Register” button.

Profile

1. To update your contact information click .
2. Click on the [\[Edit\]](#) link which will then allow you to modify your profile.
3. After modifying your profile click .

Jobs

Creating a New Job

1. Hold your mouse arrow over then click on .
2. Enter the posting information.
Tip- Avoid choosing “other” as a job category, job seekers rarely search for this category.
3. If you want candidates to submit their resumes to you by e-mail through our site select “Yes” for “Allow Resume Submission on HireMizzouGrads.com.”
4. After entering the posting information click .
Tip- Choosing “Yes” in the “Show Contact Information” field will allow job seekers to view your contact information. Choosing “Yes” in the “Allow Student Self Referral” field will allow job seekers to send their resumes to you directly via e-mail.

Modifying a Job

1. Hold your mouse arrow over then click on .
2. All your jobs should now be displayed.
3. Click on the Job ID associated with the job.
4. Click the [\[Edit\]](#) link in the area you wish to modify.
5. After editing the posting information click .



Candidate Search

Searching for a Candidate

1. Click on .
2. Enter your search criterion.
3. All job seekers meeting your search will appear.
Tip- Running a broader search may provide you with a larger applicant pool.

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Creating a Packet of Candidate Resumes

1. Search for a candidate as described in the “Searching for a Candidate” section.
 2. Once all job seekers meeting your search appear, hit **Select All** to include all in your packet. If you do not wish to select all you may individually check candidates that you wish to include in your packet.
 3. To view or download the packet click **Create Packets** or to e-mail the packet to yourself check the box: check to email packet to self then click **Create Packets**.
 4. A resume packet window will appear using Adobe Acrobat Reader.
 5. The first page is a summary your candidate list, you can navigate through candidates’ documents by using the bar on the left side of the screen which lists the candidates.
 6. To Print and View a packet with every candidates’ resume click **Print/View All**. This will display the packet in a single document in a new window which you may save or print. To save click  in the Adobe Acrobat toolbar, to print click  in the Adobe Acrobat toolbar.
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Career Events

Registering for Career Fairs

1. Click on **Career Events**.
 2. All active events will appear. To read more information about the event click on the event.
 3. To register for the event click the [Register](#) link under the action column.
 4. Complete the registration form. Select “show contact information” to allow job seekers to see your contact information.
Tip- To select multiple fields in scroll down menus hold down the Control (Ctrl) Key and use the mouse to select the criterion.
 5. Click **Continue** to go on to the recruiter information form.
 6. Enter the recruiter’s name and phone number and then hit **Add**.
 7. If you wish to enter multiple recruiters repeat the above.
 8. When finished adding recruiters click **Continue** to go to the fees page.
 9. Check the fees that apply to your company, then hit **Save**. You should receive a confirmation e-mail shortly.
 10. Check with the coordinating career office to discuss payment opinions.
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Resume Books

Viewing Resume Books

1. Click on **Resume Books**.
 2. Choose the book your wish to view.
 3. If you would like to query/filer the book, enter your criterion.
 4. Click **Search**.
Tip- Running a broader search may provide you with a larger applicant pool
 5. If you wish to view a candidate’s information click on their first name.
 6. Once the candidate’s record is displayed, you can view their resume by clicking on the [\[View Resume\]](#) link.
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Report a Hire

If you hire a job seeker from our site please let us know.

1. Click on **My Jobs**.
2. In the upper right hand corner click on  **Report a Hire**.
3. Enter the job seeker’s first and last name and then click **Search**.
4. Click the [Select Student](#) link under the action column.
5. Your job list should now appear. Click the [Select Job](#) link.
6. Complete the form and hit **Finish**.