

We want you to have the best experience possible when searching for a job. That is why the Career Services office uses the Web-based system **Gorillas4Hire**. Here are instructions on registering for and using the program.

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## SIGN UP

To gain access to Gorillas4Hire, you must first sign up online at [www.pittstate.edu/careers](http://www.pittstate.edu/careers) or in the Career Services Office at 202 Horace Mann.

Once you have signed up and your account has been approved, you will receive a confirmation e-mail. You may then register in Gorillas4Hire.

GORILLAS4HIRE COSTS:

**Students:** Free

**Alumni:** \$50 for one year of service

**Non-alumni:** \$60 for one year of service

## GETTING STARTED

**To login to Gorillas4Hire:**

- Go to [www.pittstate.edu/careers](http://www.pittstate.edu/careers) and sign in on the right side of the page\* using your GUS E-mail as your e-mail address and your seven digit student ID as your password.

*\* Note: Some browsers do not show the Gorillas4Hire login section on the Career Services home page. If this happens, click on the "Students" tab under "Home" then click on "Gorillas4Hire."*

- If this login information does not work, you may click on "New User." You will be redirected to a login page and should then click on the "Click here to register!" link.
- Complete the Demographic, Skills, and Additional Information sections. Click "Save." Click "Continue." Click "Submit Profile."

*Note: Once you have activated your account you will log in as a "Registered User" by entering your e-mail and password.*

### Uploading Your Resumé & Other Documents

With Gorillas4Hire, you can upload your resumé, cover letter, unofficial transcripts, writing samples, and other types of documents essential for job

hunters. All documents must be in Microsoft Word, PDF, or RTF format, saved as .doc, .docx, or .rtf files.

- Scroll over the "My Accounts" tab on the navigation bar.
- Choose "My Documents" from the drop-down menu.
- Scroll down to "Resumés" and click "Add."
- Name the document.
- Click "Browse" to choose from your documents.
- Once you have selected the document, click "Save."
- Sample Resumés can be viewed via the "Resource Library" located on the left column.

*Note: When uploading more than one resumé, be sure to mark the most general resumé as the default.*

## FINDING A JOB

**Searching for Jobs and Internships**

- Select "Job Search" on the navigation bar.
- Use the "Job Advanced Search" to search by keywords, job category, and/or location.
- After selecting your job search criteria, click "Search."
- Click on the job titles to view the details of each job.

**Searching for On-Campus Student Employment**

- Select the "Job Search" tab on the navigation bar.
- Select "Student Employment (on-campus)" for Position Type. Click "Search."
- The search results page will provide you the application deadline, or click the "Job Title" link for complete description and application information.

**Searching for Off-Campus Student Employment**

- Select the "Job Search" tab on the navigation bar.
- Scroll down to the "Application Instructions" and apply accordingly.
- The search results page will provide you the application deadline, or click the "Job Title" link for complete description and application information.

**Applying for a Job**

- After searching for jobs, select a job title from the search results page to open the job details.
- Scroll down to the "Application Instructions" and apply accordingly.

**Track and Manage Applications**

- Once you have applied for a job, you can track and manage your applications through "My Activity" located on the drop-down box under the "My Account" tab.

**Searching for Employers**

- Select "Employer Directory" on the navigation bar.
- Search for a specific employer by typing the name into the "Organization Name" field and click "Search."
- Search for an employer by industry or location by selecting on "Advanced Search." You are welcome to select more than one state or industry. Click on "Search" to see results.
- Click on the employer name to view the full profile.

## SIGNING UP FOR ON-CAMPUS INTERVIEWS

To find on-campus interviewing opportunities, select “On-Campus Interview Schedules” from the navigation bar. Under this area you have two options, “Sign-up for Interviews I qualify for” and “VIEW ALL Upcoming Interview Schedules.”

*Note: Before you can sign-up for an interview schedule you must have a resumé uploaded to the system and have completed the “My Profile” section under “My Account.”*

### Sign-up for Interviews I qualify for

This is where you can sign-up on Interview Schedules.

- Scroll over “On-Campus Interview Schedules” from the navigation bar.
- Click on “Sign-up for Interviews I qualify for.”
- To see specifics of the position click on the Schedule ID or Job Title.
- Click “Sign-up.”
- In the Sessions section click on the Interview Date to choose an available interview time slot.
- Click “Sign-up” under the Action column.
- The “Document Selection” window will open. Select your document for this interview and click “Save.”

*Note: If the On-Campus Interview Schedule is a Preselect Schedule, then the employer will be prescreening applicants. You will be notified via e-mail whether you are selected as Accepted, Alternate, or Not Accepted. Only Accepted and Alternate candidates will be able to sign-up for an interview with the employer.*

*If the On-Campus Interview Schedule is an Open Schedule, then you will immediately be able to sign-up for an interview, as long as you meet all of the requirements for the position.*

To view your scheduled interviews or the status of your Preselect interviews, check “My Activity” under the “My Account” tab.

### VIEW ALL Upcoming Interview Schedules

This is where you VIEW all upcoming Interview Schedules. You will be able to look at all current

schedules in the system under this menu, but you cannot sign-up from here. Go to “Sign-up for Interviews I qualify for” to apply or sign-up on a schedule.

- Scroll over “On-Campus Interview Schedules” from the navigation bar.
- Click on “VIEW ALL Upcoming Interview Schedules.”
- Fill in the search criteria to narrow down your interview schedule search OR just click the search button (without entering any search criteria) to view all current Interview Schedules.
- Click on the Schedule ID or Job Title to see specifics of the position.

## ADDITIONAL FEATURES

### Calendar

The calendar appears on the left column. You can view your Gorillas4Hire Scheduled Items, Career Events, and Personal Events in a weekly or monthly view.

- Personal Events are only seen by the student who created them.

### Creating Saved Searches

- Search for jobs.
- The search results page displays all relevant positions.
- Click “Save Search.”
- Name the search and click “Save.”

*Note: You can select a box to receive an e-mail when new jobs matching your search criteria are available.*

- Saved searches can be accessed through “View Saved Searches” on the left column.

### Search for Career Events & Workshops

- Select “Career Events” on the navigation bar.
- Search by career event name or by event date.
- Click on your event of interest to see more details.
- You should RSVP if you plan to attend an event.



# GORILLAS 4HIRE

## User Guide

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