

Welcome!

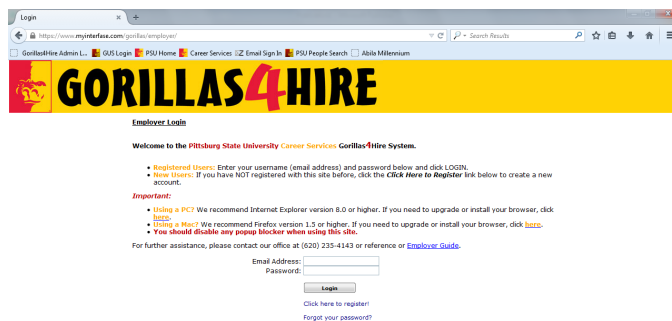
This guide will help you navigate the Gorillas4Hire system. On our website you will be able to keep your profile updated, view and add jobs, search for qualified candidates for your positions, and learn more about our Career Fairs and Events.

Registering/Logging In

Step 1: Go to www.pittstate.edu/careers and click on the “Employers” tab on the left side of the web page.

Step 2: Click the Gorillas4Hire tab directly under the “Employers” tab and click the Employer Login link in the middle of the page.

Step 3: If you are already registered, simply type your e-mail address and password then



click Login. If you have never registered click the “Click here to register!” link.

Step 4: Fill out your profile information and click the “Register” button when you have completed the form. (You will receive an e-mail after your registration has been approved. However, while you are “pending”

you can still post jobs in our system.)

Note: If you forgot your password, you can click the “Forgot your password?” link, below the login button, to have it reset and e-mailed to you.

Home

Once you have successfully logged in, you will be on your home page. This page contains your calendar, the resource library, the “I want to report a hire” link, an announcements section, your task list, and upcoming events. Also at the top of this page are the My Profile and My Jobs tabs.

My Profile

The My Profile tab is where you go to update your contact information or make any changes to your account.

Note: Under the Employer profile, you can choose to be included in the Employer Directory. You can also choose whether you want just your Company information to be displayed or also your personal contact information. If you choose to be included this information will be available to students.

Student Search

Choose this menu option to search our student database. The “Keyword” field searches the student’s default resume.

Once you run a student search, you can view each student’s profile and resume individually or create a packet of all the students that match your search.

*** This option is only available to Full Access employers.**

My Jobs

How do I create a new job?

Choose My Jobs from the tabs at the top of the page.

From the drop down options choose New Job to create a new job posting.

How do I edit an existing job?

Click the My Jobs tab to view a list of all job postings you have created. Click on the Job ID or Job Title to view your job's details.

What do all the Job Statuses mean?

Pending—All new jobs and edited jobs will be marked with this status.

Active—After a job is approved by our office, we will assign your job this status.

NOTE: You can close an active job by opening it and clicking [Close Job] at the top of the page.

Closed by Employer—This is the status assigned when **you** have closed the job.

Inactive—When a job expires, it will be assigned this status.

How do I create or view Job Placements or Resume Referrals?

Choose My Jobs a list of all the postings you have created will appear. Next to each job you will find an Activity column.

R is for Referrals—Click the R to view students that have applied for each job.

P is for Placements—Click the P to view job Placements of previously hired students.

NOTE: See the following section below for directions on how to "Report a Hire."

JOB FAQs

When will my job post to students?

Once your job is accepted by our office, we will change the status to Active and it will post on the Post Date listed. If the Post Date has past, then it will post as soon as we accept it.

When will my job expire to students?

When the expiration date is reached. The default is set to 30 days from the posting date. You may edit this date if you want your job to be posted for a shorter or longer time period.

Will I get an e-mail the day my job expires?

Yes you will get an e-mail, it will go to the e-mail address listed in your profile.

How do I close a job before the Expiration Date?

Click on your job to view the details. At the top of the job you will see [Close Job]. Click that link to close your job. This will change the status of the job to "Closed by Employer" and it will no longer be available to students. (Don't forget to create a placement if you hired one of our students!)

I'm filling out a job for the first time. What are these fields?

Show Contact Info—Choose **yes** to allow students to see your contact information, choose **no** to not allow students to view this information.

Allow Online Referrals—Choose **yes** to allow students to apply online. You will receive an e-mail as students apply. Choose **no** if you prefer to receive resumes or student contact outside of the system. Be sure to fill out the Application Instructions so students know how to apply for your positions.

Hire a student?

Let us know!

Should I report a hire?

Yes! You should always report the hire of a student. Each reported hire helps our office maintain accurate placement statistics. These statistics allow us to better serve both you and our students!

How do I report a hire (Placement)?

Step One: To report a hire, click on the "Report a Hire" link located on the left hand side of your home screen. (This will take you step by step through the process.)

Step Two: Search for the candidate you hired. Then click "Select Student" next to his/her name. If you do not find the student, click the link to enter the information manually.

Step Three: Select the job/position for which this student was hired. If you do not find the job, click the link to enter the position information manually.

Contact us!

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