

# Hire a Flyer Employer Quick Steps

From posting jobs, to registering for career events, to setting up on-campus interviews, explore all that Hire a Flyer can do for you.

HAVE QUESTIONS ABOUT USING HIRE A FLYER?

Contact Career Services at (937) 229-2045 or visit [www.udayton.edu/careerservices/](http://www.udayton.edu/careerservices/)



## Create a Hire a Flyer Account

- 1 From the Career Services website ([udayton.edu/careerservices/](http://udayton.edu/careerservices/)), move your cursor over the "HIRE A FLYER" tab on the black bar and click "Employer Login" from the drop down menu that appears.
- 2 Click the link at the bottom of the page: "Click here to create a new account!"
- 3 In the Find Your Organization search field, begin typing the name of your organization. As you type, the system will automatically search and display a list of matching organizations below. *If your organization's name can be referenced in different ways, please try searching all of them before determining that your organization is not listed.*
  - If your organization's name appears, select the box next to the name and click "Continue."
  - If your organization's name does not appear, click "Can't Find Your Organization?" Complete the Employer Information and Contact Information fields. Click "Register" when finished.
- 4 You will then see a red message informing you that your profile is now complete. Click "Submit Profile" for office approval. We will look over your profile and assuming everything is complete, your account will be approved within 1-2 business days.

## Post a Job

- 1 Log in to Hire a Flyer. Click on "My Job Listings." Then select "New Job" from the drop-down menu.
- 2 Complete the Position Information, Contact Information, and Posting Information fields.
- 3 Click "Save" to submit your job for approval. You will receive an e-mail confirmation when your registration has been approved, usually within 1-2 business days.

## Search Student and Alumni Resumes

Sorry, this feature is not available to third party recruiters or search firms.

- 1 Log in to Hire a Flyer and click on "Student Search" on the blue menu bar at the top of the page.
- 2 Enter your search criteria and click "Search."
- 3 Once your search results appear, follow the directions at the top of the page to sort the list and view or e-mail resumes.

## View Your Job Postings and Applicants

- 1 First your job has to be approved.
- 2 Then, to view applicants, begin by logging in to Hire a Flyer.
- 3 Select "My Job Listings."
- 4 Then select "Job List" from the drop-down menu.
- 5 Follow the directions at the top of the page to view and sort your jobs and applicants.

## Report a Hire

- 1 Log in to Hire a Flyer and select I want to..., then click "Report a Hire" from the left-hand menu.
- 2 Search and select the student, and link them to your job posted in Hire a Flyer.
- 3 Submit your information.

## Request to Host an Information Session

- 1 Log in to Hire a Flyer and select "Career Events." Then Select "New Event Request" from the drop-down menu.
- 2 Following the instructions at the top of the page, submit your Event Information, and be sure to select "Link to Schedule" if your information session is tied to an upcoming on-campus interview schedule.
- 3 Click "Save & Continue" after each step, and "Submit Request" once your information is complete.
- 4 Your event information will be reviewed, and you will be contacted for approval, usually within 2 business days.

## On-Campus Interviews: Request an Interview Date and Schedule

- 1 Log in to Hire a Flyer, select "On-Campus Interviews," then "New Schedule Request" from the drop-down menu.
- 2 Review the instructions at the top of the page and enter your Interview Request Preferences.
  - You may select your Schedule Type to be Open (allowing all qualified students to sign up on your schedule) or PRS/Pre-Select (allowing ONLY the students you screen first to sign up on your schedule)
  - Please include more than one Preferred Interview Date
  - You may also select your First and Last Interview Start Times, as well as the duration of each interview
- 3 Click "Save & Continue" | Then proceed to Assign Jobs to your interview schedule. You may click the button to Add a Job, or select an existing job from the list that appears.
- 4 Click "Submit Request" to finish. Your request will be reviewed by our Recruiting Coordinator, and you will be notified once your schedule has been approved (usually within 1-2 business days).

## View and Register to Attend a Career Services Event

- 1 Log in to Hire a Flyer, select "Career Events," then click "Search" from the drop-down menu.
- 2 To search for a particular event, enter the correct search criteria. Otherwise, leave all fields blank and click "Search" to see all active upcoming Career Services events.
- 3 To view the event details, click the Career Event Name. To register to attend, click "Register" under the Action column and complete the required fields. You will receive an e-mail confirmation when your registration has been approved, usually within 1-2 business days.

## On-Campus Interviews: Managing a Pre-Select Schedule

Follow the instructions below to review your applicants and select the students you wish to add to your campus interview "Pre-Select Schedule." Please be sure to do so after your pre-select period has closed to ensure that all possible candidates are considered.

- 1 Log in to Hire a Flyer, select "On-Campus Interviews," and then "Schedule List" from the drop-down menu.
- 2 Click on the Schedule ID for the interview schedule you wish to pre-select candidates for. Please note the colored flags, which indicate the status of your selections for that schedule.
- 3 On the left-hand page, click "Manage Pre-Selects" to review the students who have requested to be added to your interview schedule.
- 4 Once you have reviewed the candidates and selected the students you would like to interview, use the buttons next to their name to indicate whether or not they are accepted. Please make sure to have an indication for each candidate. When finished, click Submit Picks.
- 5 Students will then be automatically notified as to whether or not they have been pre-selected to interview on your schedule. Selected students will then have 2-3 days to sign up for an interview time on your schedule.