Hire a Flyer Student/Alumni Instructions

Logging in is Easy

STUDENT

1 Go to the Career Services website: http://www.udayton.edu/careerservices.

2 Move your cursor over the "HIRE A FLYER" tab on the black bar menu.

3 Click "Student Login" from the drop down menu that appears.

4 Enter your UD username and password to login.

ALUMNI

1 Go to the Career Services website: http://www.udayton.edu/careerservices.

2 Move your cursor over the "HIRE A FLYER" tab on the black bar menu.

3 Click "Alumni Login" from the drop down menu that appears.

4 Enter your UD username and password to login. If you have forgotten your password, click the "Forgot your password?" link.

Email careerservices@udayton.edu if you need assistance.

Getting Started in Hire a Flyer (HAF)

1 Once you are logged into Hire a Flyer, click "Profile Information" on the left-hand side.

2 *Personal Information* | If you would like to receive text message notifications from Hire a Flyer, select *Yes* for any of the three options you prefer.

3 *Demographic Information* | Select the type of position you are seeking from the "Position(s) Seeking" drop-down menu. You may select more than one. Just be sure to uncheck the "Not Yet Selected" position.

4 *Additional Information* | If you want employers to be able to find your resume when searching Hire a Flyer, select *Yes* for the "I have uploaded my resume and would like Employers to view it" statement.

5 Click SAVE | Click CONTINUE | Click SUBMIT PROFILE

6 You have the option of connecting to LinkedIn. If it does not do it automatically, follow the instructions given on the left side of the screen.

7 When finished, click DONE at the bottom of the page.

Hire a Flyer is one of the most important resources available from Career Services. This resource gives students and alumni easy access to Resume Creator Templates, LinkedIn synchronization, job listings, on-campus interviews, events such as Career Fairs, workshops, and more. For more ideas and tips on what you can do in Hire a Flyer, turn page over.

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WHAT YOU CAN DO IN HIRE A FLYER (HAF)

Update Your Profile: Under "My Account" | Select "My Profile"

Create a Resume: Click on "Create resume using Resume Creator" *in blue column of your (HAF) account home page.* Click on the "Resume Templates" button and select one of (13) templates.

Upload/Edit Your Resume or Other Documents: Under "My Account" | Select "My Documents"

Synchronize your LinkedIn (HAF) Accounts: Under "My Account" | Select "My Connections" | This enables you to identify employees with whom you've connected, that work for companies of your choice.

Search Employers: Employers that are listed have all had previous contact with UD and Career Services. Search employers by organization name, location (city, state), employer category, or major.

Search Job Opportunities: Under "Job Listings" | Click on "All Jobs" to access additional job listing databases such as Internship.com and Indeed.com. This makes HAF capable of being a 'One-Stop-Shop' of employment opportunities. To customize job search, click on "Advanced Search" | Select criteria: Employer Locator or Job Locator, Student Position Seeking Type, Major Considered for Position, Job Location, Citizenship, etc.

Create a Job Agent: Click "Email me New Jobs for this Search" with your search criteria to receive an e-mail when any new jobs matching this search are available.

Search On-Campus Interviews: Under "On-Campus Interviews" | Select Qualified or All Schedules. Sign-up for interview slots with company representatives.

View Upcoming Events: Select the "Career Events Tab" | View and register for all events registered through Career Services: Career Fairs, information sessions, workshops, etc. Set up an Event Agent.

View Referrals, Placements and Event RSVPs: Under "My Account" | Select "My Activity"

Enter Your Employment Information: Under "Quick Links" | Select "Report a Hire"

ADDITIONAL RESOURCES

Going Global is an external website that provides information on international job and internship opportunities to students. Features 34 country Career Guides and 42 U.S. city Career Guide. Can search by company, industry, job title, or city/state. Create a personal account to get started.

LexisNexis Academic is a full range of credible sources for business info, including business and financial news, U.S. and international company financial info from government or private sources, market research, and industry reports. Access to primary source material such as case law, statutes, and regulations. Secondary topic source materials such as legal news or law reviews for legal background.

Reference USA is a source of business and residential info. Search jobs, companies, and industries worldwide.

The International Educator is a third party resource that has info on teaching abroad. Can search vacancies for jobs overseas and post your resume online.

Uniworld is a one stop search for finding American firms operating in foreign countries, as well as foreign firms operating in the U.S.