

Hire a Flyer Student Quick Instructions

Logging in is Easy

- 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.

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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