

Hireosugrads.com Packet



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MAKE AN APPOINTMENT ONLINE AT
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WWW.HIREOSUGGRADS.COM

Creating an Account and Navigating the Hire System

1. Go to www.hireosugrads.com
2. Click the student button then “Login to the the Hiresystem” link on far left side of the page. This will redirect you to the log in screen.
3. Look for “New User?” button and click it.
4. Enter your OSU email address and it will send you a new password. Retrieve it from your email and go back to the sign in page and enter your email and new password.
5. Follow the prompted steps of adding your information in the “My Profile” page. Verify the information is correct and up to date and fill in the missing required fields including your major, GPA, graduation date, and other preferences. You can also change your password on this screen. Be sure hit save at the bottom of the screen. The final step is to click “submit profile”.
6. Use the “Search Jobs and on campus interview” tab to look for part-time, work study, internships and full-time jobs. Use the advanced search option to sort the job postings based on major, location, GPA, keyword, etc. Don’t forget to click the box “Exclude records with all majors” if you want to narrow down the search criteria.
7. Use “My favorites” button to collect postings of interest. This short cut is found on the left side of the page and can be referenced from any screen. You can add or delete postings to this at any time.
8. Click “Save search” and give it a name to create a short cut to an advanced search you created.
9. Click “Email me new jobs for this search” to receive automatic notifications in your email when a new posting is added to the hiresystem that fits your search criteria.
10. Gather information on upcoming events by clicking the “Career Fairs & Events” tab. You can view employers attending the career fair and get specifics on dates and locations for information sessions, student workshops and other events.
11. Sign up for Mock Interview days by clicking on the link in the “Career Fair & Events” tab and locating the event from the list. You can register for the event from this page and must sign up to participate.
12. Update your account by scrolling over the “My Profile” tab at the top. The drop down menu has several choices: “resume/documents” where you can upload your resume and transcripts, “profile” where you can update your information and change your password, and “assessments” where you can take tests and evaluations under the direction of a career coordinator.
13. To access your saved searches or modify an alert for new postings use the “My profile” tab and choose “Activity and Agents” from the drop down menu.
14. Search for specific companies with the “Employer Directory” tab. You can also find contact information, locations, website links, and a list of jobs the employer has posted with this page.