STEP ONE
Select New Employer
STEP TWO

Select “Get Started” under the free option.
STEP THREE
Complete the required fields

CREATE AN EMPLOYER ACCOUNT

Personal Account Information

- Company
- Salutation
- First name
- Last name
- Email
- Password
- Mobile
- Address
- City
- State/Province
- Country
- Zip code/postal code

Continue
STEP FOUR
Complete the required fields
STEP FIVE
First: Set up your profile
Second: Add a job
Third: Either select Yes (School Code: CALH309) or select No to search.
STEP SIX

If you selected no on the previous page you can search for Calhoun by selecting the State.
STEP SEVEN
Update your Company Profile
STEP EIGHT
Add a job by completing the required fields
STEP NINE
Continue completing the required fields
STEP TEN
Continue completing the required fields
STEP ELEVEN

It may take 24-48 hrs. for new account and job approvals.
Briefcase Toolbar

**Company Profile**
Complete your profile to showcase your organization to students and alumni.

**Add a Job**
List your full-time, part-time, or internship positions at no cost!

**Students**
Request authorization to view targeted resume books or customize your own. Contact students & alumni of interest directly to promote your event or listing at no cost.

**My Events**
Register for events connecting you with hundreds of students. You may also request an information session or an on-campus recruiting event.

**Settings**
Edit your contact info and change your password.
TIPS FOR WRITING AN EFFECTIVE JOB DESCRIPTION

1. **Keep responsibilities specific**
   Avoid the phrase ‘other duties as assigned’. Candidates understand that not everything will be contained in the job description, but vague descriptions may not attract your ideal candidate.

2. **Include salary information**
   Listing the salary, even a range, will keep those from applying who would never accept a position at that salary level.

3. **List both requirements and desired skills**
   Be clear about the specific skills a candidate will use in their new job. Use specific language. For example, instead of seeking a candidate who is ‘computer literate’ or has ‘good communication skills’, explain the specific programs or technologies the employee will be using and the ways in which they will be required to communicate and with whom.

4. **Use your company’s branding**
   Write in a tone that reflects your organization’s brand. If you are looking for someone who is creative, mirror that creativity in the job description. Utilize the logo or mission as well!

5. **Make it quick and easy to read**
   Most job seekers scan a vacancy for key responsibilities. An easy-to-read bullet point list will increase and catch the attention of the right people.

6. **Add a call to action**
   Make sure to include specific instructions on how to apply. This serves as a built-in screening process as you will be able to weed out applicants who are not able to follow directions.

7. **Describe your company well**
   Open up with a quick blurb about the company and the vacancy that will engage the candidate. Reinforce by identifying why the company is a great place to work or why this position, in particular, is appealing.
What does this mean for our students?

- hireCalhoun is easily accessible through an independent login process directly through students my myCalhoun portal.

- Many of our students work part or full-time while in school. This portal will host opportunities that will appeal to the student seeking part-time related work experience in addition to graduates seeking in-field employment.

- Since hireCalhoun is only for Calhoun students and alumni, the competition is less than that of a national search engine site.
What does this mean for our business partners?

• Employers now have a direct connection to Calhoun students and alumni.
• Ability to manage job postings and search for resumes.
• Free recruiting tool!
• Feedback is encouraged.
Please remember...

• Verify your email when setting up your account.
• Once your email is verified, your account will still need to be approved by our career services staff (our goal is to approve accounts within two business days).
• Please complete your business profile and job description information.
• We are continuously working with students to increase exposure and utilization of hireCalhoun. We appreciate your patience.
• Keep in touch! We want to know if you hire one of our students/alumni, if you have suggestions for improving the portal, or if you have questions.
FAQ’s

• Can there be multiple accounts for one business?
  • Yes, but please communicate within your organization to make sure postings aren’t duplicated.

• Will you continue to post jobs if I email them to you?
  • To minimize errors and maximize flexibility, only in rare circumstances will the career services office post positions, however we will send them out in our weekly emails that reaches our current students and recent alumni.

• Is it possible to post multiple positions at the same time?
  • Yes. Please complete a separate job posting form for each position.
Other opportunities to partner

- Mock Interview Volunteers
- On-Campus & Virtual Career Chat Opportunities
  - Job Fairs
  - See Calendar of Events for more details!