

Employer/Staff User Guide for HireFresnoState



Log on to HireFresnoState through the Career Development Center Website



<http://www.fresnostate.edu/studentaffairs/careers/>



Select the “Employer” button to create/return to HireFresnoState

The screenshot shows the Career Development Center website. The header is a dark blue bar with the text "Career Development Center" and "STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT" below it. On the left is a vertical navigation menu with items: HOME, STUDENTS, EMPLOYERS, FACULTY & STAFF, ALUMNI & COMMUNITY RELATIONS, ABOUT US, and FEEDBACK FORM. Below the menu are social media icons for Facebook, Twitter, Instagram, Pinterest, LinkedIn, and YouTube. The main content area has a breadcrumb trail: "Student Affairs > Career Development Center >". Below this is the "HireFresnoState" heading and a prompt: "Log in to your HireFresnoState account, or create an account, by clicking on the corresponding button below:". There are three buttons: "HireFresnoState Student LOGIN", "HireFresnoState Alumni LOGIN", and "HireFresnoState Employer LOGIN". The "Employer" button is circled in red, and a red arrow points to it from the bottom. Below the buttons are the labels "Freshman-Graduate Students" and "For Staff and Employers".

Career Development Center
STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

HOME
STUDENTS
EMPLOYERS
FACULTY & STAFF
ALUMNI & COMMUNITY RELATIONS
ABOUT US
FEEDBACK FORM

Student Affairs > Career Development Center >

HireFresnoState

Log in to your HireFresnoState account, or create an account, by clicking on the corresponding button below:

HireFresnoState Student LOGIN **HireFresnoState Alumni LOGIN** **HireFresnoState Employer LOGIN**

Freshman-Graduate Students For Staff and Employers

f t i p in You Tube

This is where to log In or create a new account

Welcome!

Welcome to HireFresnoState!

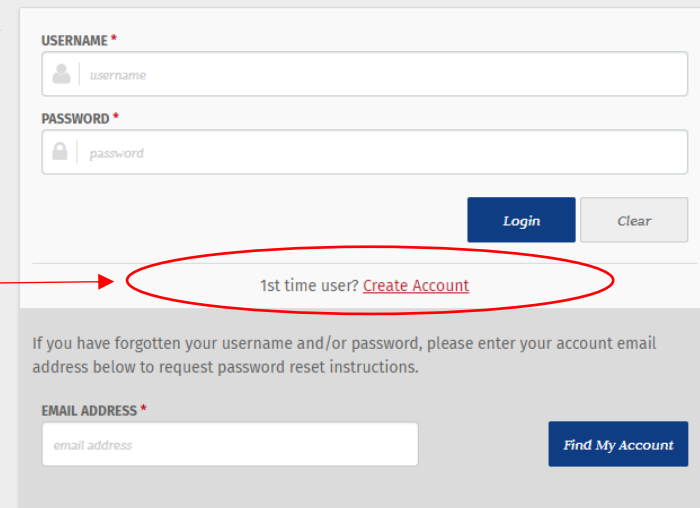
This recruiting tool is designed to help you easily locate the best candidates for your organization's needs. Please sign in with the account information that was provided to you.

Technical Notes:

This application relies on the usage of internet cookies. Optimal cookie settings will vary depending on your browser, but you must have your browser configured to accept cookies to use the GTS application.

Currently, Gradleaders supports the latest version of Edge, Mozilla Firefox and Google Chrome.

For First Time Users



USERNAME *

PASSWORD *

Login Clear

1st time user? [Create Account](#)

If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions.

EMAIL ADDRESS *

Find My Account

In order to proceed setting up the account, you must read through, select “Yes”, and then hit “Continue”

Terms and Conditions

These Terms and Conditions govern the use by any Client of GradLeaders ("Client") and each of its employees, agents, affiliates and representatives of the Corporate Partner system database and any other information pertaining thereto (collectively, the "Database") provided by GradLeaders, LLC ("GradLeaders").

Member Account, Password and Security

Client will receive a password and account designation upon purchase of access to the Database. Client is responsible for maintaining the confidentiality of the password and account, and is fully responsible for all activities that occur under its password or account. Client agrees to immediately notify GradLeaders of any unauthorized use of its password or account or any other breach of security, and will ensure that it exits from its account at the end of each session. GradLeaders cannot and will not be liable for any loss or damage arising from Client's failure to comply with this provision.

Representations and Warranties

Client represents and warrants to GradLeaders that (i) it has full legal right, power and authority to agree to these Terms and Conditions and carry out the transactions contemplated hereby; and (ii) these Terms and Conditions have been reviewed by Client and are the lawful, valid and legally binding obligation of Client, enforceable in accordance with its terms.

Other Conduct

Client agrees to abide by the following rules for use of the Database.

YES, I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE ABOVE USER AGREEMENT

Continue

Cancel

Verify your Email address and fill out the requested information

You need to use your full email address every time you log in

And remember your password because it will never change!

Create Account

Create Your Account

- Create a unique username for your account. To ensure uniqueness, you might want to consider using your email address as your username.
- You must enter your account password twice to ensure accuracy.
- Your account email address must also be unique.

Please input the email address you want to use for account creation.

EMAIL ADDRESS *

Save

[Cancel](#)

Powered by



Where to post your job

Select "Job Postings"

The screenshot shows a dashboard with a left-hand navigation menu and a main content area. The navigation menu includes: Dashboard, Candidate Search, Job Postings (circled in red with a red arrow pointing to it), On Campus Requests, Interviews, Events, Document Library, and Login Info. The main content area is divided into three sections: Active Job Postings, Expired Job Postings, and Event Calendar. The Active Job Postings section has an 'Add New Job Posting +' button and a link to 'Go To Job Listings Page'. The Expired Job Postings section displays three job listings with their respective statistics and dates.

Job Title	# Applicants	# Views	Posted	Expired On	Action
Part-time or Full-time Caregiver Position	0	41	10/23/2018	11/22/2018	View
Advising Center Student Assistant	48	379	6/4/2018	6/15/2018	View
Advising Center I	20		3/28/2018	4/27/2018	

Select "Add New"

Job Postings

[Add New +](#) [Export](#)

SORT BY *Posting Date* **VIEW** *All Jobs*

ALL (5) **Current (0)** **Past (5)**

Posted on Oct 23 2018	Posted on Jun 04 2018	Posted on Mar 28 2018
<p><u>Part-time or Full-time Caregiver Position</u></p> <p>Status: Approved Applicants: <u>0</u> Position Filled?: No Application Deadline Date: 11/22/2018 11:59 PM</p>	<p><u>Advising Center Student Assistant</u></p> <p>Status: Approved Applicants: <u>48</u> Position Filled?: No Application Deadline Date: 6/15/2018 11:59 PM</p>	<p><u>Advising Center Intern</u></p> <p>Status: Approved Applicants: <u>20</u> Position Filled?: No Application Deadline Date: 4/27/2018 11:59 PM</p>

Posted on Dec 19 2017 Posted on Nov 21 2017

Dashboard
Candidate Search
Job Postings
On Campus Requests
Interviews
Events
Document Library
Login Info

All asterisk fields are required to be filled out

The screenshot shows a web-based 'Job Posting Form'. On the left is a navigation sidebar with links: Dashboard, Candidate Search, Job Postings, On Campus Requests, Interviews, Events, Document Library, and Login Info. The main content area is titled 'Job Posting Form' and includes a sub-header 'POSITION INFORMATION'. Below this, there are several input fields: 'JOB TITLE *' (circled in red), 'ORGANIZATION NAME' (filled with 'Jordan College Advising and Career Development Center'), 'ORGANIZATION DESCRIPTION' (a rich text editor with a toolbar and 'Normal HTML Preview' options), 'NO. OF OPENINGS', and 'WORK SCHEDULE'. At the bottom right, there is a 'Save' button and a 'Cancel' link, with the text 'Click 'Save' to commit changes.'

Job Posting Form

Enter information regarding this job in the fields below. Required fields are indicated by a red asterisk. Candidates will be searching on the information that you enter, please fill this form out as completely as possible.

POSITION INFORMATION

JOB TITLE *

ORGANIZATION NAME
Jordan College Advising and Career Development Center

ORGANIZATION DESCRIPTION

Default Font Size B I U [Rich Text Editor Icons]

Normal HTML Preview Words:0 Characters:0

NO. OF OPENINGS

WORK SCHEDULE

Click 'Save' to commit changes. **Save** [Cancel](#)

JOB DESCRIPTION *

“Job Description” is a short description of what the applicant will do

QUALIFICATIONS

“Qualifications” are skills you want the applicant to have prior to applying

You will need to hit the “+” sign until you get to the job location and then click in the box, for example: “Central Valley”

POSTING INFORMATION

JOB LOCATION *

Select Responses

[Expand All](#) | [Collapse All](#) [Select All](#) | [Clear All](#)

- NORTH AMERICA
 - USA
 - USA - MIDATLANTIC
 - USA - MIDWEST
 - USA - NORTHEAST
 - USA - SOUTH
 - USA - SOUTHWEST
 - USA - WEST
 - ALASKA
 - CALIFORNIA - CENTRAL VALLEY
 - CALIFORNIA - SF BAY AREA

JOB CITY *

Select One...

POSITION ELIGIBILITY

Select One...

JOB INDUSTRY *

Select Responses

Public Service X

SCREENING CRITERIA

SCREENING CATEGORIES

- POSITION ELIGIBILITY
- SCREENING APPLICANTS - CLASSIFICATION(S)
- SCREENING APPLICANTS - ELIGIBLE MAJOR(S)
- SCREENING APPLICANTS - MINIMUM GPA

SCREENING APPLICANTS - CLASSIFICATION(S)

Select Responses

SCREENING APPLICANTS - ELIGIBLE MAJOR(S)

Select Responses

SCREENING APPLICANTS - REQUIRED U.S. WORK AUTHORIZATION

Select Responses

POSTING INFORMATION

JOB LOCATION *

Select Responses



POSITION TYPE *

Select all that apply.

Select Responses



[Clear All](#)

- FT ENTRY LEVEL
- FT EXPERIENCE
- PART TIME/TEMPORARY
- INTERNSHIP (ACADEMIC CREDIT)
- INTERNSHIP (PROFESSIONAL EXPERIENCE)
- ON CAMPUS (STUDENT ASSISTANT)
- ON CAMPUS (FEDERAL WORK STUDY)
- OFF CAMPUS (FEDERAL WORK STUDY)
- ON CAMPUS (AUXILIARY)

It is important to indicate which type of opportunity this is. Please note multiple boxes may be checked

JOB CITY *

POSITION ELIGIBILITY

Select One...



JOB INDUSTRY *

Select Responses



[Public Service](#) X

SCREENING CATEGORIES

- POSITION ELIGIBILITY
- SCREENING APPLICANTS - CLASSIFICATION(S)
- SCREENING APPLICANTS - ELIGIBLE MAJOR(S)
- SCREENING APPLICANTS - MINIMUM GPA

SCREENING APPLICANTS - ELIGIBLE MAJOR(S)

Select Responses



SCREENING APPLICANTS - CLASSIFICATION(S)

Select Responses



SCREENING APPLICANTS - REQUIRED U.S. WORK AUTHORIZATION

Select Responses



Click 'Save' to commit changes.

Save

[Cancel](#)

CONTACT INFORMATION

SHARE CONTACT INFORMATION?

Do you want to share contact information below with candidates?

Yes

NAME

ADDRESS LINE 2

STATE

California

ZIP CODE

PHONE NUMBER

TITLE

ADDRESS LINE 1

CITY

Fresno

COUNTRY

United States

EMAIL ADDRESS

By selecting yes, you are allowing your contact information to be displayed so that candidate may contact you if needed

POSTING INFORMATION

JOB LOCATION *

Select Responses

JOB CITY *

POSITION TYPE *

POSITION ELIGIBILITY

Click 'Save' to commit changes.

Save

Cancel

- SCREENING APPLICANTS - ELIGIBLE MAJOR(S)
- SCREENING APPLICANTS - MINIMUM GPA

SCREENING APPLICANTS - ELIGIBLE MAJOR(S)

Select Responses

SCREENING APPLICANTS - REQUIRED U.S. WORK AUTHORIZATION

Select Responses

SCREENING APPLICANTS - MINIMUM GPA

APPLICATION DETAILS

APPLICATION DEADLINE DATE *

2/24/2019 11 : 59 PM

COVER LETTER REQUIRED?

YES NO

JOB POSTING - UPDATED DATE

Select how you would like to receive your applications. If you indicate "Website", please include your organization website link. If you indicate "Email Recruiter Directly" include your email

JOB APPLICATION METHOD *

Select Responses

[Clear All](#)

- EMAIL RECRUITER DIRECTLY
- APPLY THROUGH COMPANY WEBSITE
- ACCUMULATE APPLICANTS THROUGH HIREFRESNOSTATE
- OTHER

Campus-wide X

Click 'Save' to commit changes.

Save

[Cancel](#)

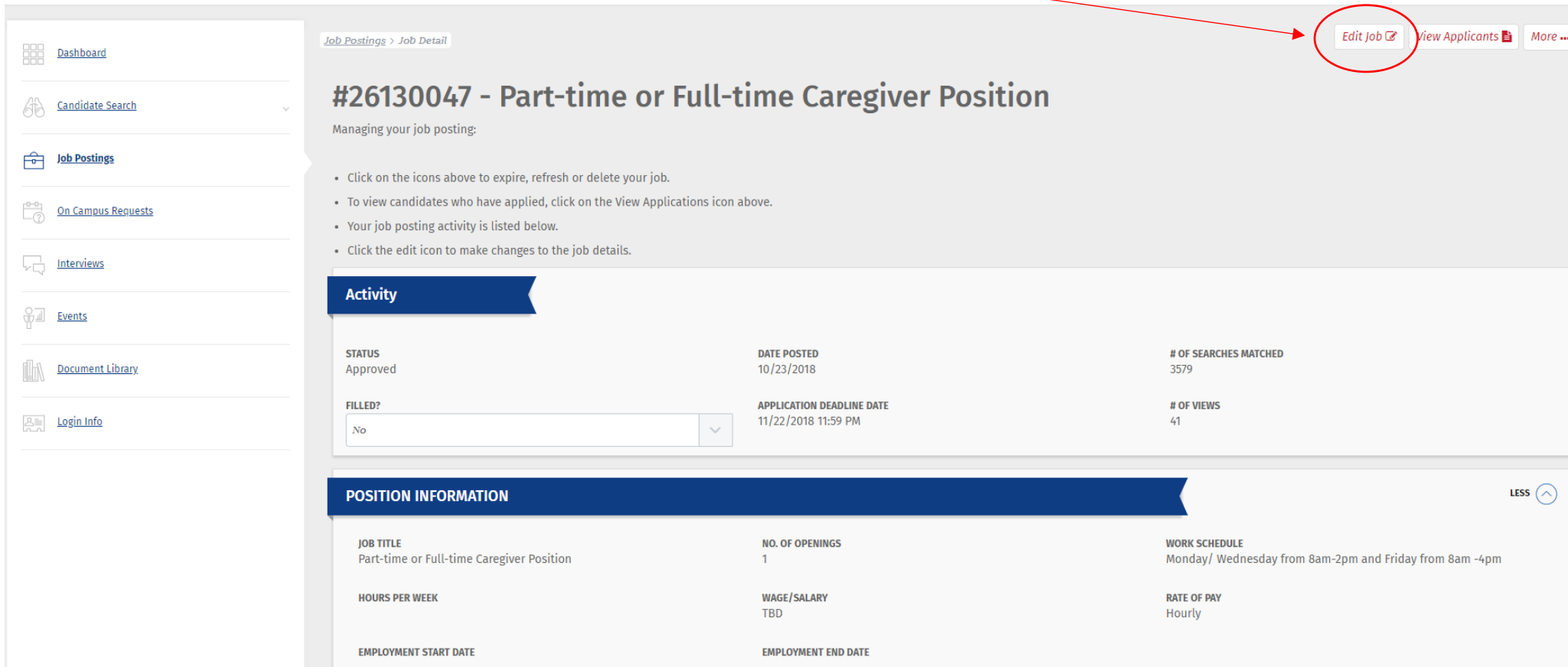
Please note: all job postings will be saved in your account. If you wish to repost a saved position, please select the following icon and consequently change the information for the new posting

The screenshot shows a web interface for managing job postings. On the left is a navigation sidebar with links for Dashboard, Candidate Search, Job Postings, On Campus Requests, Interviews, Events, Document Library, and Login Info. The main content area is titled "Job Postings" and includes filters for "SORT BY" (Posting Date) and "VIEW" (All Jobs). Below the filters are tabs for "ALL (5)", "Current (0)", and "Past (5)". The interface displays five job posting cards, each with a title, status, applicant count, and application deadline. A red arrow points to a repost icon (two overlapping document icons) on the bottom right of the first card, "Part-time or Full-time Caregiver Position".

Posted on Oct 23 2018	Posted on Jun 04 2018	Posted on Mar 28 2018
<u>Part-time or Full-time Caregiver Position</u>	<u>Advising Center Student Assistant</u>	<u>Advising Center Intern</u>
Status: Approved	Status: Approved	Status: Approved
Applicants: 0	Applicants: 48	Applicants: 20
Position Filled?: No	Position Filled?: No	Position Filled?: No
Application Deadline Date: 11/22/2018 11:59 PM	Application Deadline Date: 6/15/2018 11:59 PM	Application Deadline Date: 4/27/2018 11:59 PM

Posted on Dec 19 2017	Posted on Nov 21 2017
<u>Office Student Assistant</u>	<u>Advising Center Intern</u>
Status: Approved	Status: Approved
Applicants: 0	Applicants: 0
Position Filled?: Yes	Position Filled?: No

To edit a job posting, click on it,
and then select "Edit Job".



[Dashboard](#)

[Candidate Search](#)

Job Postings

[On Campus Requests](#)

[Interviews](#)

[Events](#)

[Document Library](#)

[Login Info](#)

[Job Postings](#) > [Job Detail](#)

#26130047 - Part-time or Full-time Caregiver Position

Managing your job posting:

- Click on the icons above to expire, refresh or delete your job.
- To view candidates who have applied, click on the View Applications icon above.
- Your job posting activity is listed below.
- Click the edit icon to make changes to the job details.

Activity

STATUS Approved	DATE POSTED 10/23/2018	# OF SEARCHES MATCHED 3579
FILLED? No	APPLICATION DEADLINE DATE 11/22/2018 11:59 PM	# OF VIEWS 41

POSITION INFORMATION

JOB TITLE Part-time or Full-time Caregiver Position	NO. OF OPENINGS 1	WORK SCHEDULE Monday/ Wednesday from 8am-2pm and Friday from 8am -4pm
HOURS PER WEEK	WAGE/SALARY TBD	RATE OF PAY Hourly
EMPLOYMENT START DATE	EMPLOYMENT END DATE	

[Edit Job](#) [View Applicants](#) [More ...](#)

Once you have hired an applicant, please indicate that the position has been filled by indicating "Yes" in the "Filled?" box, as well as closing the application deadline if it has not passed.

[Job Postings](#) > [Job Detail](#) Edit Job View Applicants More ...

#26130047 - Part-time or Full-time Caregiver Position

Managing your job posting:

- Click on the icons above to expire, refresh or delete your job.
- To view candidates who have applied, click on the View Applications icon above.
- Your job posting activity is listed below.
- Click the edit icon to make changes to the job details.

Activity

STATUS Approved	DATE POSTED 10/23/2018	# OF SEARCHES MATCHED 3587
FILLED? No	APPLICATION DEADLINE DATE 11/22/2018 11:59 PM	# OF VIEWS 41

Please contact the Jordan Advising and Career Center at (559) 278-4019 if you have any questions regarding your HireFresnoState account

