

## Alumni Hire a Flyer Instructions \*Jobs Module\*

*Note: These instructions assume that you have already been approved and released into the system. If this is not the case, please read the “First Time / Overview” instructions located here: <http://careers.udayton.edu/instructions.asp>*

*If you are looking for all available jobs, you should also view the On-Campus Interview module. This lists all jobs for which recruiters will be coming on-campus to interview. These jobs are NOT listed here in the Job Listing module.*

1. This is the area where you begin your job search by viewing available postings. You can view all jobs posted, but you can only submit your resume to jobs that match your qualifications. The qualifications are determined by employers and could be GPA, Major, Applicant Type, etc. If you do not match the qualifications, you will see the “You do not qualify for this job” message and the reason(s) will be listed.

*Note: Co-op students will also see a link to the Co-op Jobs.*

2. To search the job listings, add any criteria in the Job Advanced Search box to narrow down the results and click Search.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

**Job Advanced Search**

Keyword(s):

Position Type:

Majors (click Add):

Job ID:

Job Location:

Job Category:

Classification:

3. After you click **Search**, click the **Job ID** number to view the details for a posting. You can **Save** your search and easily access it from the Quick Links area of the home page each time you log in.

The following jobs meet your search criteria.

- **View job information** - click the job id for the desired job.
- **Sort the list of jobs** - click on any column heading.
- **Perform a different search** - click [Change Criteria].
- **Save a search** - click [Save Search] to save the criteria of a specific search. These can be easily accessed from the Saved Searches section on the Home page.

Search Results: 3 jobs						[Change Criteria] [Save Search]
Job ID	Job Title	Organization Name	Applicant Type	Position Type	Post Date	
<a href="#">2</a>	Fulltime Job - test only -	CSO Research, Inc	Internship	Full-time Entry Level	1/1/2005	
do not apply						
<a href="#">3</a>	Partner in Crime	THM Consulting	Cooperative Education, First Year Experience Course, Internship	Internship	2/18/2005	
You will assist me in any criminal activity that I may choose to participate in. Also, you will most likely be the patsy.						
<a href="#">4</a>	Court Jester	THM Consulting	Cooperative Education, First Year Experience Course, Internship	Co-op, Full-time Entry Level, Internship	2/18/2005	
You will entertain me.						

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\*NOTE: When you save a search, be sure to take advantage of the **JobAgent** feature! By clicking the checkbox (see figure), HAF will *automatically* email you when new jobs are entered into the system that match your criteria.



4. This is the Job Details page. Some employers will allow you to automatically submit your resume using Hire a Flyer. If this is the case, you will see a **Submit Resume** button at the top which you can click if you're interested in the job. Doing so will generate a Referral in your My Activity page and will also send a notice to the employer that a new resume has been submitted.



5. If the option to automatically submit isn't available, the employer will provide application instructions and contact info below the job details.