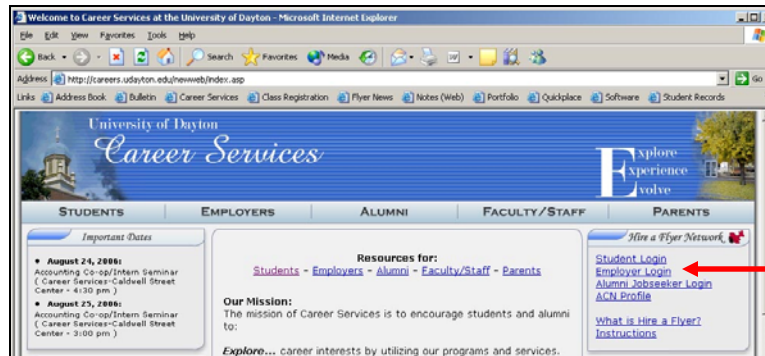


Employer Hire a Flyer Instructions *First Time / Overview*

If you had a PlacePro account, all of your jobs, contact info, and log in information has been transferred over to Hire a Flyer.

1. From the Career Services web site (<http://careers.udayton.edu/>), go to **Employer Login**.



2. If you are a currently registered employer, login with your username/password and skip to step 4. If you are new to UD Career Services online system click the link at the bottom to **register**.

Employer Login

Welcome to the University of Dayton Hire a Flyer Network

Disable any popup blockers when using this site.

- **Registered Users:** Enter your username and password below and click Login.
- **New Users:** To create a new account, select Click here to register! below.

For further assistance, contact careers_support@notes.udayton.edu or 937-229-2045.

Using a PC? Internet Explorer version 6.0 or higher is recommended. Click [here](#) to upgrade or install.

Using a Mac? Firefox version 1.5 or higher is recommended. Click [here](#) to upgrade or install.

Username:

Password:

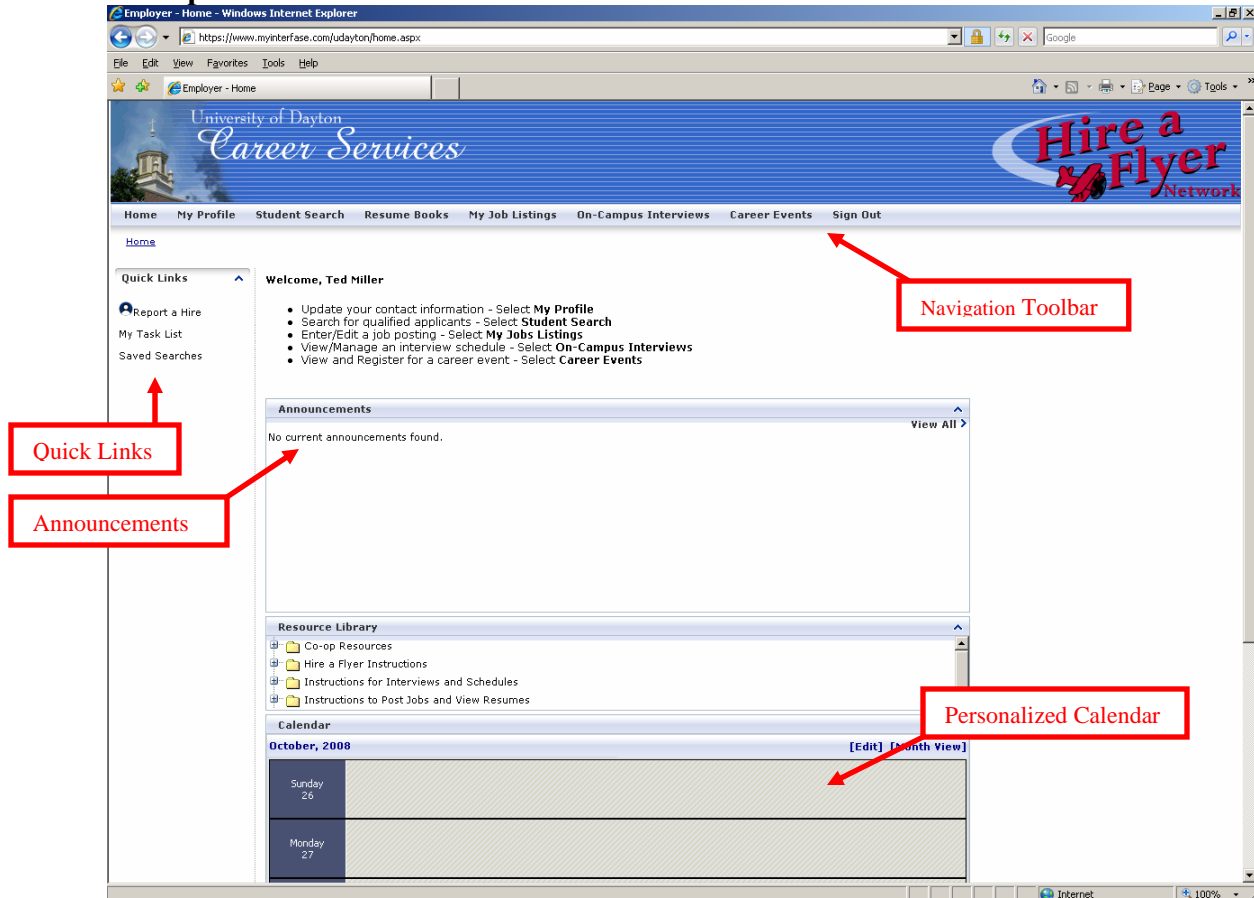
[Click here to register!](#)

3. First, you need to see if your organization is already registered in Hire a Flyer. Then, you can add yourself as a contact and create a personal account. Type the first few letters of your organization and see if it comes up in the list. If so, select it and hit continue. Otherwise, click "Can't find your organization". This screen that follows will allow you to fill in the information for your company and contact information for your personal account. When it is completely filled out, click the Register button.

4. In **Example 1**, you can see your home page. This will be what you view every time you log in. This page is personalized for each contact you have registered with your organization.

- Navigation Toolbar – This allows you to navigate to all the modules within Hire a Flyer. **NOTE:** When you first register, a representative of UD Career Services must approve you before you have full access. **Example 2** shows what your Navigation Toolbar will look like after you have been approved.
- Announcements – This will display any announcements such as upcoming Career Events.
- Personalized Calendar – This will automatically display any interview dates, career events, and more. You can also use it to mark personal dates if you wish.
- Quick Links – This contains shortcuts for your convenience. If there is a number next to Student Referrals, it will show you those people who have submitted a resume for any of your job postings. You can also access any previously saved searches.

Example 1:



Example 2:

Toolbar after approval



5. Now that you can see the entire toolbar across the top, you have been given full access to the Hire a Flyer Network. This toolbar will be on every page and take you anywhere you wish to go.

- Home – Clicking here will take you back to your personalized home page.
- My Profile – This section allows you to edit your organization's info, as well as your personal contact info.
- Student Search – If you wish, you can actively seek students. This module allows you to search for students matching your specific criteria.
- Resume Books – Here we have gathered collections of student resumes from various categories.
- My Job Listings – Here you can view your current job postings, or create new ones.
- On-Campus Interviews – This allows you to manage your schedules for On-Campus-Recruiting.
- Career Events – Here are listed any events such as career fairs or workshops that you may choose to register for.

6. For detailed instructions on the individual modules, please visit <http://careers.udayton.edu/employers/instructions.asp>

7. To add additional contacts for your organization, simply have them click the register link on the login page. When filling in the organization info, you need only put the name and phone number. We will link the account to your organization when you are approved for access.