



Employer Quick Instructions

- ◆ From the Career Services web site (<http://careers.udayton.edu>), click on **Employer Login**.
- ◆ Select **Click here to register!**
- ◆ In the **Find Your Organization** search field, begin typing the name of your organization. As you type the system will search for your words and show you a list of matching organizations.
Note: If your organization's name can typically be referenced in different ways please try searching all of them before determining that your organization is not in the list (for example UPS and United Parcel Service or "The" at the beginning).
- ◆ If your organization's name **is** on the list, select the box by the company name and click **Continue>>**.
- ◆ If you are **not** able to find your organization, click the **Can't Find Your Organization?** button. Complete the **Employer Information** and **Contact Information** sections then click **Register**.
- ◆ You may now post a job and register for Career Events. Click on **My Job Listings>New Jobs**, following instructions, enter the job information. Click **Save** and the job will be submitted for approval. Your job will be approved in one to two business days. After approval and depending on your status, you will be able to view applicants. Log in and select **My Job Listings>Job List** and follow directions at the top of the page. Search for students by going to **Student Search>Student** and entering your search criteria.
- ◆ Enter placement information after hiring - Under **Quick Links**, select **Report a Hire** and follow instructions to enter the information.
- ◆ To register for Career Events, click on **Career Events Listing** under **Career Events** and select the event (s).

The University of Dayton Career Services offers Hire a Flyer access as a service to employers at no charge.

The University of Dayton
Career Services

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