



Faculty Quick Instructions

- ◆ Send a request for a faculty account to careers_support@notes.udayton.edu. An account will be created and a username and password will be emailed to you.
- ◆ From the Career Services website (<http://careers.udayton.edu>), on the **Faculty/Staff page**, click on **Faculty Login**.
- ◆ Log in with the username and password.
- ◆ Click the **My Profile** link in the blue menu bar and complete this section. Once updated, you can access the student, employer, job databases and additional resources.
Links to these areas in the blue menu bar:
 - **Students:** Click **Advanced Search** to search for students with active Hire a Flyer accounts by name, major or FYE course-section.
 - **Employers:** Click **Advanced Search** to search for employers with active Hire a Flyer accounts by organization name, location or majors.
 - **Jobs:** Click **Advanced Search** to search for currently posted jobs by keywords, majors or applicant types.
Select [Save Search] at the top right side of the search results to name and save your search for future use.
 - **Additional Resources:** Access **Going Global**, a multinational job seeker's resource tool, and **TypeFocus**, an interactive online program that helps students develop career plans.
- ◆ Under **Quick Links**, click **Report a Hire** to enter student placement information and click **Saved Searches** to view your saved searches.

The University of Dayton
Career Services

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