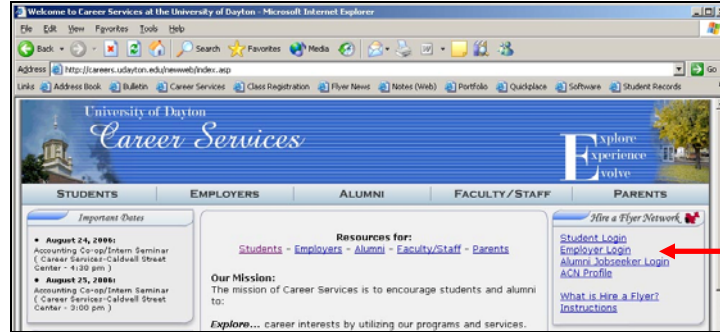


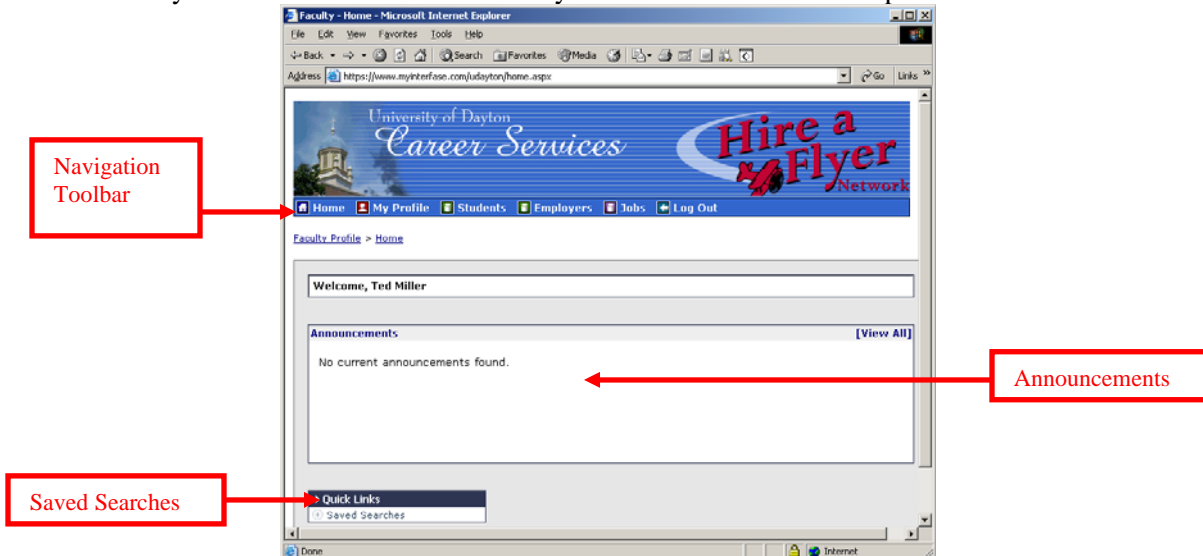
# Hire a Flyer Network Faculty Instructions

\*NOTE: These instructions assume you have already had an account created for you. If this is not the case, please email [careers\\_support@notes.udayton.edu](mailto:careers_support@notes.udayton.edu) to request an account.\*

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



- This is the homepage after you login. At the bottom of the blue banner is your **Navigation Toolbar**. This will allow you access to anywhere within HAF. From this page, you can also view any **Announcements** or resume any **Saved Searches** from the past.



- **Navigation Toolbar**
  - My Profile: Please click this the first time you login and complete your contact information.
  - Students: This allows you to search for students who are active within the Hire a Flyer Network. For detailed instructions, see below.
  - Employers: This allows you to search for employers who are active within the Hire a Flyer Network. For detailed instructions, see below.
  - Jobs: This allows you to search for any jobs available to the students. For detailed instructions, see below.
  - **NOTE:** If you need more access rights, please contact Chris Wiley ([chris.wiley@notes.udayton.edu](mailto:chris.wiley@notes.udayton.edu)). Requests will be evaluated on a case-by-case basis.

- **Students:**

Here you can search for a specific student by name. Alternatively, you may search for a group of students by major \*(see below) and/or First Year Experience course. NOTE: This will only show students who have an active profile in HAF.

Click here to select your majors (\*see below)

Tip: Hold Ctrl while you click to select more than one

\*When selecting majors, you get this pop-up. Use the tree to find and select any/all majors that you are seeking and hit "Close Window" at the bottom.\*

Click here to change your search criteria (the Back button won't work)

Saved Searches are saved on the homepage (after you logged in)

Click the name to view a student's profile

Student Search

Search Results: 35 students

[Change Criteria] [Save Search]

| First Name                  | Last Name                 | Classification    | Majors (click Add)                  | Email |
|-----------------------------|---------------------------|-------------------|-------------------------------------|-------|
| <a href="#">Christopher</a> | <a href="#">Schraff</a>   | ALUMNI            | COMPUTER SCIENCE                    |       |
| <a href="#">Matthew</a>     | <a href="#">Kec</a>       | SENIOR            | COMPUTER SCIENCE, MATHEMATICS       |       |
| <a href="#">Brian</a>       | <a href="#">Jackett</a>   | SENIOR            | COMPUTER SCIENCE                    |       |
| <a href="#">Theodore</a>    | <a href="#">Miller</a>    | SOPHOMORE         | COMPUTER SCIENCE                    |       |
| <a href="#">Joe</a>         | <a href="#">Warth</a>     | SENIOR            | COMPUTER SCIENCE                    |       |
| <a href="#">Adam</a>        | <a href="#">Niemes</a>    | 1ST YEAR GRADUATE | COMPUTER SCIENCE                    |       |
| <a href="#">Amanda</a>      | <a href="#">Knollman</a>  | SOPHOMORE         | COMPUTER SCIENCE                    |       |
| <a href="#">Jeremy</a>      | <a href="#">Zimmerman</a> | SENIOR            | COMPUTER SCIENCE                    |       |
| <a href="#">James</a>       | <a href="#">Mielcarek</a> | SENIOR            | COMPUTER SCIENCE                    |       |
| <a href="#">Brian</a>       | <a href="#">Reiss</a>     | ALUMNI            | COMPUTER SCIENCE                    |       |
| <a href="#">Rezart</a>      | <a href="#">Alija</a>     | SENIOR            | COMPUTER ENGINEER, COMPUTER SCIENCE |       |

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check to email packet to self

Select All Create Packets

Tip: Clicking the column headings will change how your results are sorted

Tip: Checking this will email you a link to the packet

A packet is a collection of resumes from all the students that you have checked

Click to view the next page of results

This is a shortcut that will open a window for you to email the student directly

- **Employers:**

Here you can search for active employers that hire students in a specific major.

Employer Search

Employer Search

Organization Name:

Location:

Majors:

\*See above instructions on adding majors to the list

Click here to change your search criteria (the Back button won't work)

Tip: Click the column headings to change the order your results are sorted

Employer Search

**Search Results: 4716 employers** [\[Change Criteria\]](#) [\[Save Search\]](#)

| Organization Name   | City                 | State |
|---|----------------------|-------|
| <a href="#">Ohio Department of Taxation</a>                   | Columbus             | OH    |
| <a href="#">Central State University</a>                      | Wilberforce          | OH    |
| <a href="#">Nativity School of Worcester</a>                  | Worcester            | MA    |
| <a href="#">Middletown Civil Service Commission</a>           |                      |       |
| <a href="#">Cincinnati Children's Hospital Medical Center</a> | Cincinnati           | OH    |
| <a href="#">O'Neil &amp; Associates, Inc</a>                  | Miamisburg           | OH    |
| <a href="#">Wright-Patterson Air Force Base</a>               | Wright-Patterson AFB | OH    |
| <a href="#">Greenon Local Schools</a>                         |                      |       |
| <a href="#">Nativity Prep Academy of San Diego</a>            |                      |       |
| <a href="#">MEDIA PLUS CONSULTING LTD.</a>                    |                      |       |
| <a href="#">Cintas Corporation</a>                            | Blacklick            | OH    |
| <a href="#">TKO Originals LTD.</a>                            | Montreal, Quebec     |       |
| <a href="#">HealthNewsflash</a>                               | Ottawa               | ON    |
| <a href="#">isoftgroup</a>                                    |                      |       |
| <a href="#">Geometric Software Solutions Co. Ltd.</a>         | PUNE                 | MH    |
| <a href="#">Carillon Historical Park</a>                      |                      |       |
| <a href="#">United McGill Corporation</a>                     | Groveport            | OH    |
| <a href="#">Joyce/Dayton Corp.</a>                            |                      |       |
| <a href="#">Herold &amp; Associates</a>                       |                      |       |
| <a href="#">Panini North America</a>                          | Dayton               | OH    |
| <a href="#">U.S. Senate</a>                                   |                      |       |
| <a href="#">BUNAC</a>   |                      |       |
| <a href="#">Aero-Instruments</a>                              | Cleveland            | OH    |
| <a href="#">The Sitter Connection</a>                         |                      |       |
| <a href="#">Miami Valley Child Development Centers</a>        | Dayton               | OH    |

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Saved Searches are saved on the homepage (after you logged in)

Click the organization name to view its profile

Click to see the next page of results

- **Jobs:**

You can use this module to view any jobs that are available to the students you work with.

**Job Advanced Search**

Search    Reset

Keyword(s):     Applicant Type: ACC Co-op/Intern - Approved  
 ACC Co-op/Intern - Pending  
 Account Inactive  
 Alumni

Majors (click Add):     Add/Remove

Search    Reset

\*See above instructions on adding majors to the list

Tip: Click the column headings to change the order your results are sorted

Click here to change your search criteria (the Back button won't work)

Saved Searches are saved on the homepage (after you logged in)

Click the job title or ID to view the details

Search results: 80 jobs    [Change Criteria] [Save Search]

| Job ID | Job Title  | Organization Name                       | Applicant Type                               | Job Location                             | Post Date | Expiration Date |
|--------|--|---|--|--|-----------|-----------------|
| 548    | <a href="#">Co-op Position</a>   | Barco Simulation, Inc.                  | Co-op - Approved                             | Xenia, OH                                | 9/8/2005  | 10/28/2005      |
| 3015   | <a href="#">FT Associate Analyst (Information Management Leadership Dev)</a> | Ethicon Endo-Surgery/Johnson & Johnson  | Graduating Student                           |  | 8/1/2005  | 9/20/2005       |
| 3266   | <a href="#">Co-op Position</a>   | First Energy Corp.                      | ACC Co-op/Intern - Pending, Co-op - Approved | Akron, OH; could be PA or NJ also        | 9/7/2005  | 10/28/2005      |
| 3361   | <a href="#">Account Development Manager</a>                                  | Forrester Research                      | Alumni                                       | Illinois                                 | 7/19/2005 | 9/19/2005       |
| 3665   | <a href="#">English Educator</a>   | Global Consulting for Educators         | Graduating Student                           | Asia/Pacific                             | 2/20/2004 | 4/16/2006       |
| 5285   | <a href="#">USMC Officer Candidate</a>                                       | Marine Officer Programs                 | Internship                                   |  | 8/31/2004 | 5/30/2006       |
| 10207  | <a href="#">Vertical Application Software Developer</a>                      | London Computer Systems Inc.            | Alumni, Graduating Student                   | Loveland, OH                             | 8/10/2005 | 10/10/2005      |
| 10273  | <a href="#">Lighthouse Technologies, Inc. Intern</a>                         | Lighthouse Technologies Inc             | Internship                                   | Beavercreek, OH                          | 8/16/2005 | 12/1/2005       |
| 10707  | <a href="#">Document Management/Account Manager</a>                          | General Copiers, Inc.                   | Alumni                                       | Northern New Jersey                      | 5/26/2005 | 9/30/2005       |
| 10737  | <a href="#">Marketing/Sales MGT-Entry Level</a>                              | Kinetic Solutions, Inc                  | Alumni, Graduating Student                   | Powell, Ohio                             | 6/2/2005  | 12/30/2005      |
| 10912  | <a href="#">Chemical Dependency Counselor</a>                                | Sojourner Recovery Services             | Alumni, Graduating Student                   | Hamilton, Ohio                           | 6/22/2005 | 9/30/2005       |
| 11098  | <a href="#">Smented Software Architect</a>                                   | Sark                                    | Alumni                                       | Cincinnati Ohio                          | 9/7/2005  | 12/7/2005       |
| 11099  | <a href="#">Police Officer</a>   | City of Elyria                          | Alumni, Graduating Student                   | Elyria, OH                               | 7/6/2005  | 9/21/2005       |
| 11102  | <a href="#">MIS/IT Intern</a>  | WebCore Technologies, Inc.              | Co-op - Approved, Internship                 | Miamisburg, OH                           | 8/31/2005 | 12/23/2005      |
| 11104  | <a href="#">Rite Track Management Trainee</a>                                | Rite Aid                                | Alumni, Graduating Student                   | Dayton                                   | 7/12/2005 | 9/30/2005       |
| 11105  | <a href="#">Deputy Director 5</a>  | Ohio Department of Transportation       | Alumni, Graduating Student                   | Shelby County, OH                        | 7/13/2005 | 9/13/2005       |
| 11106  | <a href="#">Interpreter</a>  | Nifco LLC                               | Alumni                                       | Livonia, MI                              | 7/14/2005 | 9/14/2005       |
| 11107  | <a href="#">Clinical Dietitian</a>   | Lima Memorial Health System             | Alumni                                       | Lima Memorial Hospital, Lima Ohio        | 7/15/2005 | 9/15/2005       |
| 11109  | <a href="#">Sales Managers' Assistant</a>                                    | Clear Channel Dayton                    | Alumni, Graduating Student                   | Dayton, OH                               | 7/20/2005 | 9/20/2005       |
| 11110  | <a href="#">Multiple Positions</a>   | Goodwill Industries of the Miami Valley | Alumni, Graduating Student                   | Various                                  | 7/21/2005 | 9/21/2005       |
| 11110  | <a href="#">Part-Time Horticulture Technician</a>                            | Five Rivers MetroParks                  | Alumni, Graduating Student                   | Dayton, OH                               | 7/21/2005 | 9/21/2005       |
| 11123  | <a href="#">Grants Specialist</a>  | Diocese of Oakland                      | Alumni, Graduating Student                   | Chancery Office, 2900 Lakeshore, Oakland | 7/25/2005 | 9/25/2005       |
| 11132  | <a href="#">Sales Associate</a>  | Cincinnati Bengals Pro Shop             | Alumni, Graduating Student                   | PAUL BROWN STADIUM, CINCINNATI, OHIO     | 7/26/2005 | 10/31/2005      |
| 11137  | <a href="#">Floor Manager - Visitors Services</a>                            | Cincinnati Museum Center                | Alumni, Graduating Student                   | Cincinnati, OH                           | 7/26/2005 | 9/26/2005       |
| 11140  | <a href="#">Systems Analyst - Programmer</a>                                 | Ontario Systems                         | Alumni, Graduating Student, Internship       | Muncie, IN                               | 7/28/2005 | 9/28/2005       |

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Click to see the next page of results