



HireMizzouTigers.com Employer Quick Guide

A guide of helpful hints to help you navigate the HireMizzouTigers.com site.

Log In & Registration

Open a web browser and type in **www.HireMizzouTigers.com**. Click on **Enter** under the Employer heading.

New Users - Registration

1. Click on the **Click here to Register!** link.
2. You'll be prompted to type in your company name to avoid a duplicate entry.
3. If the organization name appears, place a checkmark next to the correct entry and click **Continue** to add your name as a contact.
4. If the organization name does not appear, click on **Can't Find Your Organization?** and complete an employer and contact profile.
5. Click on the **Register** button. Your homepage will appear and you may now post positions by clicking on **My Jobs**.

Existing Users - Login

1. Type your **username and password** and click on **Login**.
2. Wrong username? Please **call 573-884-6317** to have your username given to you.
3. Wrong password? Click on the **Forgot Your Password** link to have a temporary password emailed to you. You may change your username or password once logged into HireMizzouTigers.com in My Account.

Helpful Hint: You may share your login with co-workers OR have additional contacts added to your organization.

My Profile

1. To update your contact information click **My Profile**.
2. You will see tabs containing Employer Information and Contact Information. Click on the tab or **[Edit]** link which will allow you to modify your profile. Carefully go through each section and complete all of the fields making sure to click on the **Save** button. Required fields are marked with an asterisk (*).
3. After modifying your profile click **Save**.

Helpful Hint: Your contact information WILL NOT be shared with job seekers UNLESS you change the field **Allow Student Viewing in Employer Directory** (defaulted No) to **Yes**.

My Jobs

Creating a New Job

1. Hold your mouse arrow over **My Jobs** and click on **New Job**.
2. Enter the posting information, including job title, job description, qualifications, and application instructions. Positions that are more detailed (hours, wage, duties, etc.) typically have a more favorable student response.
3. If you want candidates to submit their resumes to you by e-mail through our site select "Yes" for "Allow Resume Submission on HireMizzouTigers.com."
4. After entering the posting information click **Save**.

Helpful Hint: Avoid selecting "Other" as a job category as candidates rarely search this criterion. Choose at least one other job category to add to your position listing.

My Jobs (continued)

Modifying a Job

1. Hold your mouse arrow over **My Jobs** then click on **Job List**.
2. All jobs you have previously posted should be displayed.
3. Click on the **Job ID** associated with the job.
4. Click the **[Edit]** link in the area you wish to modify (Posting information, Document Categories, etc.).
5. After editing the job posting click **Save**.

Helpful Hint:



Be sure to update the post and expiration dates of your updated job listing. Jobs are reviewed at least once per day and will be activated within one business day of their submission.

Candidate Search

Searching for a Candidate

1. Click on **Candidate Search**.
2. Enter desired criteria (Degree, Major, Graduation Date, etc.) and click on the Search button.
3. All job seekers meeting your search criteria will appear. You may email a packet of resumes to yourself or individually open each resume. *Tip- Running a broader search will yield a larger applicant pool.*

Creating a Packet of Candidate Resumes

1. Search for a candidates as described above.
2. On the results page click on **Select All** at the bottom of the page or you may individually check candidates that you wish to include in your packet. Truman Tiger
3. To view or download the packet click **Create Packets** or to e-mail the packet to yourself check the box **check to email packet to self** then click **Create Packets**.
4. A resume packet window will appear using Adobe Acrobat Reader.
5. The first page is a summary of your candidate list, you can navigate through candidates' documents by using the bar on the left side of the screen which lists the candidates.
6. To Print and View a packet with every candidates' resume click **Print/View All**. This will display the packet in a single document in a new window which you may save or print. To save click  and to print click  on the Adobe Acrobat toolbar.

Career Events


Registering for Career Fairs

1. Click on **Career Fairs & Events**. You may search by **Category** (Career Fair) or click on Search to view all campus career events. You may read more information about the event click on the event name.
2. To register for the event click the **Register** link under the action column.
3. Complete the registration form filling out all required fields.
4. Click **Continue** to go on to the recruiter information form.
5. Enter the recruiter's name and phone number and then hit **Add**.
6. If you wish to enter multiple recruiters repeat the above.
7. When finished adding recruiters click **Continue** to go to the fees page.
8. Select all fees that apply, then hit **Save**. You should receive email confirmation shortly.
9. Check with the coordinating career office to discuss payment opinions.

Helpful Hint:

To select multiple fields hold down the Control (Ctrl) Key and use the mouse to select all criterion.

Report a Hire

1. If you hire a job seeker, please let us know by clicking on **My Jobs** .
2. In the upper right hand corner click on  **Report a Hire**
3. Enter the job seeker's first and last name and then click **Search** .
4. Click the [Select Student](#) link under the action column.
5. Your job list should now appear. Click the [Select Job](#) link.
6. Complete the form and hit **Finish** .

Helpful Hint:

If the student name does not appear, please select [click here](#) above the list of names to type in the information for your student hire.


On-Campus Interviews

Helpful Hint: Career offices are typically open from 8am-5pm. To interview outside of those hours please contact the appropriate career office to ask for an accommodation.

Creating a New Interview

1. If you would like to request to have an on-campus interview with our students, begin by moving your cursor over **On-Campus Interviews** and click on **New Schedule Request** .
2. Link to an existing job or create a new job to associate with the schedule.
3. Complete the Interview Request Preferences. There are two Schedule Types: **Open** allows any student to immediately sign up for an interview slot whereas **Pre-select** allows you to screen candidates who apply for the position and invite preferred candidates to interview.
4. Indicate the length of each interview (in minutes) next to **Requested Interview Duration**.
5. Complete all fields and when finished click **Save** .

Selecting Candidates to Interview

1. To view your list of On-Campus Interviews click on **Schedule List** . Now select the on-campus interview schedule you wish to view/edit.
2. Scroll all the way down to the bottom of the page under **Preselect Activity** and then click the **Manage Preselects** link found in the left-hand menu bar under **Page Functions**.
3. All the candidates who have requested an interview will appear. Click on the  (Adobe Acrobat) icon next to a candidate to individually review their resume and other submitted documents. A new window should appear. Use the tabs at the top to toggle between a candidate's documents.
4. If you'd prefer to view or print all candidate resumes, you can do so by clicking on click the checkbox to the left of each student name to generate a packet of some or all the applicants' documents.
5. Check **Email packet to self** and you will receive an email with the packet of resumes linked to a PDF file. The first page of the packet will list the names of all candidates included in the packet. You can toggle between applicants by using the navigation menu on the left side of the PDF. You can print or view all of the resumes in a multipage packet by clicking on **Print/View All** .
6. Once finished reviewing a candidate's information you should either **Accept** or **Not Accept** a candidate for an interview by selecting the appropriate radio button Accepted Not Accepted and then click **Save** . You may choose all candidates by clicking **Accept All** .
7. After you are finished accepting candidates you must click **Save Picks** . This will notify candidates that they have been selected for an interview and they must now select their interview time slot.

Helpful Hint: HireMizzouTigers.com will notify you by email when picks are due for your preselect schedule.