



HireCrowderFirst.com

Crowder College – Neosho MO
Career Services Offices
Newton Hall 224

Employer Quick Guide

Log In & Registration

1. Go to <http://www.HireCrowderFirst.com>.
 2. Under the employer section click “Enter”.
 3. Log in with your username and password, if you do not have one follow the steps below:
 4. Below the login button click “Click here to register!”
 5. Type in your organization’s name. If your organization appears click on the check box to the left of its name and click (skip step 6). If your organization does not appear; click on the “Can’t find your organization?” button.
 6. Enter your organization’s information.
 7. Enter your contact information and click on the “Register” button.
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Profile

1. To update your contact information click (My Profile).
 2. Click on the [\[Edit\]](#) link which will then allow you to modify your profile.
 3. After modifying your profile click (Save).
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Jobs

Note: Planning to interview on-campus? Do not create a job, but submit an interview request (see Page 3)

Creating a New Job

1. Hold your mouse arrow over
2. (My Jobs) then click on (New Job).
3. Enter the posting information. Tip- Avoid choosing “other” as a job category as job seekers rarely search for this category.
4. If you want candidates to submit their resumes to you by e-mail through our site select “Yes” for “Allow Resume Submission on HireCrowderFirst.com.”
5. After entering the posting information click .

Tip- Choosing “Yes” in the “Show Contact Information” field will allow job seekers to view your contact information. Choosing “Yes” in the “Allow Student Self Referral” field will allow job seekers to send their resumes to you directly via e-mail.

Modifying a Job

1. Hold your mouse arrow over (My Jobs) then click on .
 2. All your jobs should now be displayed.
 3. Click on the Job ID associated with the job.
 4. Click the [\[Edit\]](#) link in the area you wish to modify.
 5. After editing the posting information click (Save).
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Candidate Search

Searching for a Candidate

1. Click on **Candidate** (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 candidate as described in the “Searching for a Candidate” section.
 2. Once all job seekers meeting your search appear, hit **Select All** (Select All) to include all in your packet. If you do not wish to select all you may individually check candidates that you wish to include in your packet.
 3. To view or download the packet click **Create Packets** (Create Packets) or to e-mail the packet to *yourself*; check the box: then click **Create Packets**.
 4. A resume packet window will appear using Adobe Acrobat Reader.
 5. The first page is a summary 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 candidate’s resume click **Print/View All** (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 in the Adobe Acrobat toolbar; to print: Click in the Adobe Acrobat toolbar.
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Career Events

Registering for Career Fairs

1. Click on **Career Fairs & Events** (Career Events).
 2. All active events will appear. To read more information about the event: Click on the event.
 3. To register for the event click the [Register](#) link under the action column.
 4. Complete the registration form. Select “show contact information” to allow job seekers to see your contact information. *Tip- To select multiple fields in scroll down menus: Hold down the Control (Ctrl) Key and use the mouse to select the criterion.*
 5. Click **Continue** (Continue) to go on to the recruiter information form.
 6. Enter the recruiter’s name and phone number and then hit **Add** (Add).
 7. If you wish to enter multiple recruiters repeat the above.
 8. When finished adding recruiters click **Continue** (Continue) to go to the fees page.
 9. Check the fees that apply, then hit **Save** (Save). You should receive e-mail confirmation shortly.
 10. Check with the coordinating career office to discuss payment opinions.
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Resume Books

Viewing Resume Books

1. Click on **Resume Books** (Resume Reference).
 2. Choose the reference you wish to view.
 3. If you would like to query/filer the book, enter your criterion.
 4. Click **Search** (Search). *Tip- Running a broader search may provide you with a larger applicant pool*
 5. If you wish to view a candidate’s information click on their first name.
 6. Once the candidate’s record is displayed, you can view their resume by clicking on the [\[View Resume\]](#) link.
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Report a Hire

1. If you hire a job seeker, please let us know by clicking on **My Jobs** (My Jobs).
2. In the upper right hand corner click on **Report a Hire** (Report A Hire).
3. Enter the job seeker's first and last name and then click **Search** (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** (Finish).

On-Campus Interviews

Note: typically career offices are open 8am – 4:30pm. To interview outside of those hours, please contact the appropriate career office to ask for an

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** (On-Campus Interviews) and then **New Schedule Request** (New Schedule Request).
2. Complete the Posting Information and Requirements. To select multiple items from the menu lists, hold down the control key and use your cursor.
3. Now select the schedule type under the Interview Request Preferences sections. "Open" allows any student to select an interview slot whereas; "Pre-select" allows you to screen candidates who you would like to interview. "Pre-select" also gives you the choice of extending an interview invitation to a candidate who may not otherwise be aware of the position.
4. Indicate the length of each interview next to "Requested Interview Duration."
5. Once finished click **Save** (Save).

Selecting Candidates to Interview -

1. To view your list of On-Campus Interviews click on **Schedule List** (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 List** [Manage List] link.
3. All the candidates who have requested an interview will appear. Click on the (Adobe Acrobat) icon next to a candidate to review their resume and other submitted documents individually. A new window should appear. Use the tabs at the top (**Resumes** **Cover Letters**) to toggle between a candidate's documents.
4. Alternatively you can click the check box to the left of "First Name" and then click **Create Packet** (Create Packet) to create a packet of all the applicants' documents or just check the candidates you wish to include. If you check "email packet to self" you will receive an email with the packet of resumes linked to a PDF file. The first page of the packet will be a list of candidates who are 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** (Print/View All).
5. Once finished reviewing a candidate's information you should either "Accept" or "Not Accept" a candidate for an interview by selecting the **Accepted** **Not Accepted** (radio buttons) and then clicking **Save** (Save). Alternatively, you can select all by clicking **Accept All** (Accept All).
6. After you are finished accepting candidates you must click **Save Picks** (Save Picks). This will notify candidates by email that they have been selected for an interview and they must now select their interview time slot.