for
EMPLOYERS
recruiting students + alumni

how to
RECRUIT ON-CAMPUS
a step-by-step guide to Posting Jobs, and On-Campus Requests using the GradLeaders Career Center portal for employers
For Employers

STEP-BY-STEP GUIDE

How to recruit students and alumni from schools using career services technology powered by GradLeaders.

This step-by-step guide walks you through the step-by-step process of:

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- Searching for candidates ............................................................ page 11
- On-campus requests ............................................................... page 10

Technical Notes:
This application relies on the usage of internet cookies. Optimal cookie settings will vary depending on your browser, but you must have your browser configured to accept cookies to use the GradLeaders application. Currently, GradLeaders supports Internet Explorer, Mozilla Firefox, and Google Chrome.
Sign in as a Returning User or CREATE NEW ACCOUNT
1: ACCEPT LEGAL WAIVER
2: SELECT COMPANY

Select Company

Select Your Company:
Enter your company name in the field below and click on [Find Company].
• If your company is already listed please click [Select / Continue].
• If your company name is not listed, click on [Add Company].

gradleaders

GradLeaders LLC
Industry: Technology - General

GradLeaders2
Industry: Technology - Software / Services

Powered by
GradLeaders.com
3: CREATE PROFILE

Edit Contact Information

Add or edit information about yourself in the fields listed below.

Employer - Recruiter Contact Detail Form

- COMPANY NAME *
  GradLeaders LLC

- DIVISION

- SALUTATION *
  Select One...

- FIRST NAME *

- PREFERRED NAME

- JOB FUNCTION
  Select One...

- LAST NAME *

- ADDRESS LINE 1 *
  3800 W College Pkwy

- ADDRESS LINE 2

- ADDRESS LINE 3

Save Cancel
1: ADD POSTING
2: ENTER JOB DETAILS

Welcome, Kevin
College of Liberal Arts (CLA)

Job Posting Form

Enter details regarding this job in the fields below. Required fields are indicated by a red asterisk. Candidates will be searched on the information that you enter, please fill out this form as completely as possible. The more detail you can provide, the better the response and visibility to your posting.

Employer - Job Posting Form

JOB FEE
$100

PAYMENT METHOD *
Credit Card

ORGANIZATION NAME *
GradLeaders LLC

ORGANIZATION DESCRIPTION *
GradLeaders is the result of a merger between MBA Focus and CSO Research. We are the market leader in student recruitment and career services technology, connecting leading employers with job-seeking students and alumni from 1,000 university career centers around the world. Our exclusive school partnerships, extensive campus recruiting network, and industry-leading software solutions, make us the #1 choice of schools seeking to increase employment outcomes and companies seeking high-quality, diverse and diverse student talent to join their team. Over the last 30+ years, GradLeaders has helped connect 26,500,000 students to their dream jobs.

Click 'Save' to commit changes.
3: REVIEW + MANAGE POSTING
ON-CAMPUS REQUESTS
1: CHOOSE ITEM
2: ADD DETAILS

Add New OCR Request

Enter your on-campus interview request information below. Please complete as many fields as possible, so that we can process your request quickly. Required fields are indicated by a red asterisk. You will be contacted once we receive your request.

Once we have confirmed your request date, your Account Manager will be following up with you for additional information (job description, work eligibility, etc.) about the visit.

Request

OCR EVENT TYPE
Interviews - Internships

COMPANY NAME
GradLeaders LLC

INDUSTRY
Technology - General

COMPANY URL
www.gradleaders.com

EMAIL
employer@demo.gradleaders.com

PHONE
123-555-4450

Show Valid Interview Dates

Employer Request Interview

MULTIPLE JOB POSTINGS?
Will you be interviewing for multiple jobs?

YES NO

JOBTITLE

IS THIS A U.S. OPPORTUNITY?

YES NO

U.S. WORK AUTH. REQUIRED

YES NO

# OF SCHEDULES
Select One:

BACK-TO-BACK INTERVIEW

YES NO

SELECT INTERVIEW LENGTH
Select One:

Submit
3: VIEW REQUEST

Interviews - Internships

CURRENT STATUS: Outstanding

Enter your on-campus interview request information below. Please complete as many fields as possible, so that we can process your request quickly. Required fields are indicated by a red asterisk. You will be contacted once we receive your request.

Once we have confirmed your request date, your Account Manager will be following up with you for additional information (job description, work eligibility, etc.) about the visit.

Employer Request Interview

MULTIPLE JOB POSTINGS?
No

JOB TITLE
Room Request - Multiple Postings

IS THIS A U.S. OPPORTUNITY?
Yes

U.S. WORK AUTH. REQUIRED
No

# OF SCHEDULES
3

INTERVIEW REQUEST VIA SYSTEM
Yes

INTERVIEW REQUEST VIA EMAIL
No

INTERVIEW REQUEST VIA COMPANY WEBSITE
No

COVER LETTER
Cover Letter Optional

INTERVIEW REQUEST VIA COMPANY WEBSITE
No

DATE PREFERENCE - 1ST CHOICE
5/10/2018

DATE PREFERENCE - 2ND CHOICE
5/22/2018

DATE PREFERENCE - 3RD CHOICE

COMMENTS OR SPECIAL REQUESTS

GradLeaders.com