for
EMPLOYERS
recruiting students + alumni

how to
RECRUIT ON-CAMPUS
a step-by-step guide to Posting Jobs, Searching Candidates, 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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- Posting a job .............................................................................. page 7
- 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

Terms and Conditions

These Terms and Conditions govern the use by any Client of MBA Focus ("Client") and each of its employees, agents, affiliates and representatives of the Corporate Partner system database and any other information pertaining thereto (collectively, the "Database") provided by MBA Focus, LLC ("MBA Focus").

Member Account, Password and Security

Client will receive a password and account designation upon purchase of access to the Database. Client is responsible for maintaining the confidentiality of the password and account, and is fully responsible for all activities that occur under its password or account.

Representations and Warranties

Client represents and warrants to MBA Focus that: (i) it has full legal right, power and authority to agree to these Terms and Conditions and carry out the transactions contemplated hereby; and (ii) these Terms and Conditions have been reviewed by Client and are the lawful, valid and legally binding obligation of Client, enforceable in accordance with its terms.

Other Conduct

- YES, I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE ABOVE USER AGREEMENT

Continue  Cancel
2: SELECT COMPANY
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...

- DEPARTMENT

- LAST NAME *

- JOB TITLE *

- ADDRESS LINE 1 *
  - 5950 Wilcox Ave

- ADDRESS LINE 2

- ADDRESS LINE 3

Save  Cancel
1: ADD POSTING
2: ENTER JOB DETAILS
3: REVIEW + MANAGE POSTING
SEARCH FOR CANDIDATES

GradLeaders.com
1: CREATE SEARCH
2: VIEW RESULTS & SELECT CANDIDATES

[Image of a computer screen showing a list of candidates and a mobile device with some of the candidates also displayed.]

- Jennings, Bobbi
- AnotherTest, Dave
- Callahan, Scott
- Caras, Ellis Clayton
- Castle, DaveHoy
- Debug, John
- Demo, Meghan
3: FIND STUDENT TALENT!

GradLeaders.com
ON-CAMPUS REQUESTS

GradLeaders.com
1: CHOOSE ITEM

Add Request

Please make a selection from the list below:

OCR EVENT TYPE *
Select one ...

Continue
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

PRIMARY CONTACT
Mr. Kevin McCallister
revise contact

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

JOB TITLE *

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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MULTIPLE JOB POSTINGS?</td>
<td>No</td>
</tr>
<tr>
<td>U.S. WORK AUTH. REQUIRED</td>
<td>No</td>
</tr>
<tr>
<td>SELECT INTERVIEW LENGTH</td>
<td>10 20 minute back to back</td>
</tr>
<tr>
<td>INTERVIEW REQUEST VIA EMAIL</td>
<td>No</td>
</tr>
<tr>
<td>JOB DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>DATE PREFERENCE - 1ST CHOICE</td>
<td>5/10/2018</td>
</tr>
<tr>
<td>DATE PREFERENCE - 2ND CHOICE</td>
<td>5/22/2018</td>
</tr>
<tr>
<td>DATE PREFERENCE - 3RD CHOICE</td>
<td></td>
</tr>
</tbody>
</table>

**Message**

GradLeaders.com