



## QUICK START GUIDE TO NAVIGATING HIRED

<https://gse-harvard-csm.symlicity.com/students>

### Creating your Profile

- After logging in, click on the **Profile** tab at the top of the page. Fill in personal information as desired.
- Fill in academic items such as your graduation date, program, etc. in the Academics box. Clicking on the **Program** drop down, then clicking **Education**, then selecting EdM, EdLD or EdD will enable you to select your program. Be sure to **save** your entries.
- The **Password/Preferences** tab is where you can change your password.
- Under **Privacy**, you can indicate if you want email or text message reminders of Career Services events for which you signed up.

### Uploading Documents

- The **Documents** tab is where you can upload documents like resumes and cover letters to your profile.
- After clicking on the tab, click **Add New** to browse for and upload the file. **You must first upload documents here before applying for jobs via Hired (where applicable), signing up for on-campus interviews and submitting resumes to resume books.**

### Searching for Jobs and Internships

- To search job listings, click on the **Jobs** tab. To see jobs listed in Hired, select CSM Jobs in the drop down that appears when you click on Jobs (the other options take you to additional jobs resources on CSO's website).
- To search for **internships**, select **Internship (at local organization)** or **Internship (at non local organization)** in the gray menu bar.
- Use the **Advanced Search** drop down for a more detailed filter.
- You can set up **Search Agents** to have jobs sent to you that match your interests. To create a new agent, first select the criteria for the search agent and then run your search. Once your results appear, click the **Saved Searches** drop down, create a title for your search, choose how often you would like the search run, and hit Save.

### Researching Employers

- The **Employers** tab is where you can see profiles for all employers. You can also do a keyword search for employers.
- Clicking on an employer's name will pull up its profile as well as any jobs it currently has open.

### Events & Calendar

- The **Events** tab enables students to view all events (workshops, employer information sessions, etc.) associated with the Career Services Office and RSVP to those events that require it.
- The **Calendar** tab displays all events for which students have signed up.

### Signing up for 20 minute Office Hours with CSO staff

- Click on the Shortcut for **HGSE - Office Hours** on your Hired home page.
- Follow on-screen instructions to view available days/times for 20 minute sessions. Students may only sign up for one appointment at a time.

### **On-Campus Interviews**

- To see what organizations have on-campus interviews scheduled, click on the Shortcut for **HGSE – Campus Interviews I Qualify For** on your Hired home page.
- Click on **job titles** on the next screen to be taken to the interview sign up section.

### **Integrating your Hired account with your Facebook account**

- Students can coordinate their Hired and Facebook accounts so that when you sign up for an event, an announcement is posted to your Facebook wall.
- You can opt to have signups for Office Hours appointments, workshops/information sessions, on-campus interviews and CSO announcements published to Facebook.
- To synchronize the two accounts, and then edit your Facebook preferences, **click the Facebook icon on your Hired homepage.**

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