



## Quick Start Guide to Navigating Hired

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

### Creating your Profile

- You must complete your profile to access Hired functionality.
- After logging in, click on the “My Account” tab on the left side of the page. Fill in personal information as desired.
- Fill in academic items such as your graduation date, program, etc. under the Academic tab.
- The Password tab is where you can change your password.
- Under Privacy and Notification Settings, you can indicate how much communication and visibility you want your profile to have.

### Uploading Documents

- The Documents tab is where you can upload documents like resumes and cover letters to your profile or upload samples of your work into the Portfolio function.
- 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) and signing up for on-campus interviews.
- Under the Opt In Resume Book tab, you can submit your resume to any active resume books which we distribute to employers.

### 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.
- To search for internships, select Internship (at local organization) or Internship (at non local organization).
- 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.
- The Contact Directory searches any contacts associated with each employer.



### **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 in the system by day, week, or month as well as any events for which the student has 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 Social Media**

- Students can integrate their Hired and Facebook accounts by going to the My Account tab and clicking the Social Media button.
- You can opt to have CSO announcements, job search agent search results and signups for events published to Facebook.
- Students can also integrate their LinkedIn accounts with their Hired accounts which should enable the LinkedIn profile link to display when students submit resumes to resume books on Hired.