



Gorillas4Hire Instructions for Employers

CREATE A HANDSHAKE ACCOUNT and Connect with Pittsburg State University

1. Go to Career Services' webpage at www.pittstate.edu/careers
2. On the top of the screen, under the Employers tab, select "Gorillas4Hire"
3. Click the "Employer Login" button • *If you already have a Handshake account, skip to #11*
4. Click "Sign up" for an account and select the "Employer" account type from the options presented
5. Fill out the information requested and then click "Sign Up"
6. Read the Employer Guidelines, Terms of Service, and Privacy, then click "Next: Confirm Email"
7. Follow the instructions to verify your account via the email address you provided. You must click the link in this email before you can proceed with the registration process
8. When the email arrives, click the "Confirm Email" button to verify your account
9. When you click "Confirm Email" in your confirmation email, you will be brought back to Handshake.
 - a. If your company already exists in Handshake, you can click "Request to Connect" with that company and then select "Next: Connect to Schools"
 - b. If your company does not exist, you can click the "Create New Company" button
10. Next, you will connect with our school. In the search bar, enter "Pittsburg State University" and click the "+" button to the right of our school. Then click "Next: Finish"
11. Career Services will then approve your request so you can start posting positions

POSTING A NEW JOB

1. Select "+Post a Job" from the home page or select "Create Job" from the top right of the Jobs section
2. Enter the job information, completing all required fields:
 - a. When you complete all required information on the page, click NEXT at the bottom of the screen
 - b. When you complete all the information on the final page, click CREATE at the bottom of the screen

TIPS FOR AN EFFECTIVE JOB POSTING

- Giving more details in the job description makes the position more appealing to students
- APPLY ONLINE: If you want students to also apply directly through your online applicant tracking system, choose YES to "Require students to also apply through website..." Fill in the URL to your applicant tracking system in the space provided
- JOB TYPE: Choose from Job, Internship, or On Campus Student Employment
- EMPLOYMENT TYPE: Choose from Full Time or Part Time
- DURATION: Choose Permanent or Temporary/Seasonal
- MAJOR CATEGORIES: On the Preferences page, select the major categories you would like to include. All students with a major in the categories fields you select will be included in the search. Select up to 3 major categories. To include all majors, leave all major categories unchecked.
- MAJORS: On the Preferences page, select the majors you would like to include. Select up to 3 majors. To include all majors, leave all majors unchecked
- POST DATE: The start and end dates for a job posting are mandatory. On the Schools page, fill in the Apply Start Date and Apply End Date for Pittsburg State University, or the Global dates to apply to all schools. (Jobs should not be posted longer than 3 months). The more recent the posting date, the better chance it will appear on the first pages of a student search!

VIEW AND EDIT YOUR JOB POSTINGS

- Click **Jobs** on the left hand navigation bar
- To edit a job posting, select the job you are interested in updating, and select Edit Job at the top
- To expire a job posting, select the job you are interested in updating, and select Expire Job
- To duplicate a job posting, select the job you are interested in updating, and select Duplicate Job
- To renew an expired job posting, select Expired at the top of the page, select the job you are interested in renewing, and edit the Apply start date and Expiration date
- To delete a job posting, select the job you are interested in deleting, select Edit Job at the top, scroll down to the bottom of the page, click the arrow next to Cancel, and click Delete

STUDENT RESUME SEARCH

1. Click Students on the left-hand navigation bar
2. Select the criteria for your search on the left side of the screen
 - *We have seen best results by searching for: Major groups, Skills, Organizations, Keywords, School year*

If you have an employer trust score of 80 or higher, you also have the option to download student resumes:

1. Click Students on the left-hand navigation bar
2. Click on individual student names, or on the uppermost checkbox to select the entire page of results. Checking even one student will cause bulk action options to appear. You can select the entirety of your search results, message students, and download their resumes. Under More Actions you can also add or remove a label on these students, or download their resumes in a zip file
3. Click Download Resumes or Download Resumes: Zip depending upon your preference
4. Click Confirm in the window that appears. When your results are ready, click the link to download resumes. The file will also be emailed to you.
5. Click the link in the window appears when your results are ready. Note: there is a 500 student limit
6. You will be sent a download of student resumes

REPORT A HIRE

Assist Pittsburg State in determining the success of this system by using the Application Status function to easily report placement information to our office:

1. Click on the job name in the Jobs section
2. Select Review # Applicants in the top left
1. Under the Status column, click the drop-down menu and select HIRED or DECLINED to update the student's application status

ON-CAMPUS RECRUITING, CAREER EVENTS

2. If you would like to participate in our Job Fairs, Mock Interviews, or other workshops, please search under the Events section and register
3. To request an On-Campus Recruiting date, please contact Career Services and discuss your interests:

Heather Busch, Employer Relations Coordinator
hbusch@pittstate.edu
620.235.4141