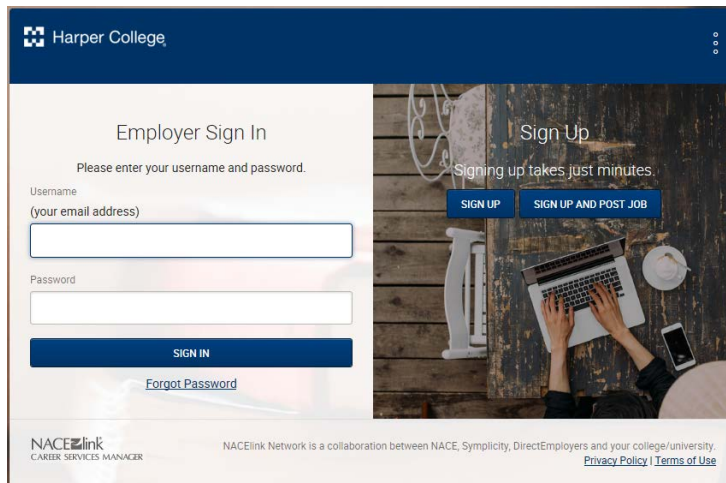


## Hire a Hawk Employer Quick Start Guide

Welcome to **Hire a Hawk**, Harper's new job management system! Here you can post your open positions and search for resumes of qualified candidates.

### Register in Hire a Hawk:

1. Go to <https://harpercollege-csm.symlicity.com/> and click on **Employers**. Either **Sign In** or **Register** for an account. If you are registering for a new account, fill out all required fields and click submit. Once approved, you will receive an email to set your password.



The screenshot shows the Harper College logo at the top left. The main content is split into two panels. The left panel is titled "Employer Sign In" and contains the text "Please enter your username and password." Below this are two input fields: "Username (your email address)" and "Password". A blue "SIGN IN" button is at the bottom of the form, with a "Forgot Password" link below it. The right panel is titled "Sign Up" and contains the text "Signing up takes just minutes." Below this are two blue buttons: "SIGN UP" and "SIGN UP AND POST JOB". The background of the right panel shows a person's hands typing on a laptop. At the bottom of the page, there is a footer with the NACElink logo and text: "NACElink Network is a collaboration between NACE, Symlicity, DirectEmployers and your college/university." Links for "Privacy Policy" and "Terms of Use" are also present.

**PLEASE NOTE:** Each account is subject to approval by the JPRC. You will receive an email response to your registration request within 24 to 48 hours. You will not be able to log in before receiving a response.

### Manage Your Hire a Hawk Account and Company Profile:

2. Once your account and password have been created:

Click on the **My Account** tab on the left side of your screen to edit your:

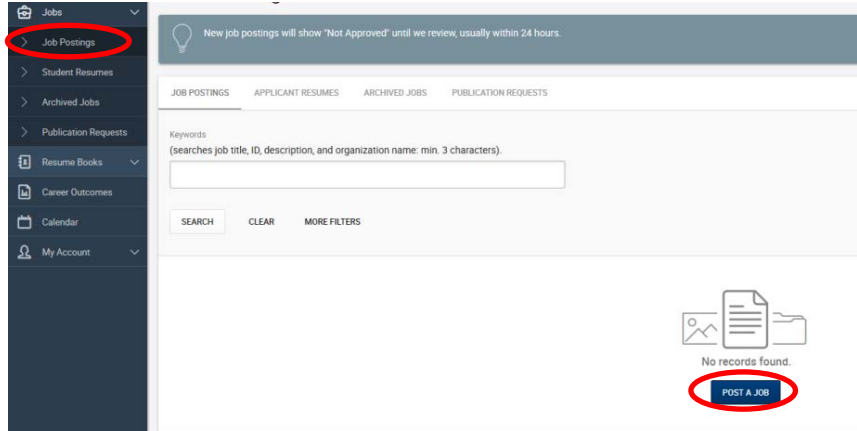
- **Personal Profile:** all of your contact information
- **Password/Preferences:** change your password

Click on the **Employer Profile** tab on the left side of your screen to edit your company information:

- **Industry:** select an industry that best describes what your company does (not job functions you are seeking to post)
- **Company Description:** provide a brief (one or two sentences) description of your organization
- All other **Company Information** is optional

## Post Jobs, Internships and Co-Ops:

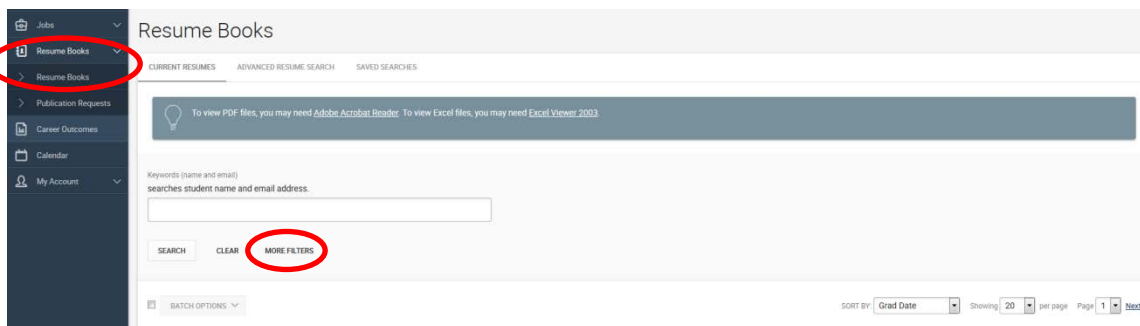
3. Click on the **Jobs** tab on the left side of your screen, from the drop down click on **Job Postings**. Here you can **Post a Job** or see your current job postings. When posting a job, fill out all required fields and select how you would like to receive applications.



**PLEASE NOTE:** Each job is subject to approval by the JPRC and will be reviewed within 24 to 48 hours. New job postings will show "Not Approved" until we review.

## Search for Student/Alumni Resumes:

4. If you have been approved for resume access, click on the **Resume Books** tab on the left side of your screen, from the drop down click on **Resume Books**.
5. Enter Search criteria to narrow down your results and find the best candidates.



## Report a Hire

6. Click on the **Career Outcomes** tab on the left side of your screen, click **Add New** and complete the form.

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## Job Placement Resource Center

[www.harpercollege.edu/jprc](http://www.harpercollege.edu/jprc)

[jprc@harpercollege.edu](mailto:jprc@harpercollege.edu)

847.925.6400

W207

