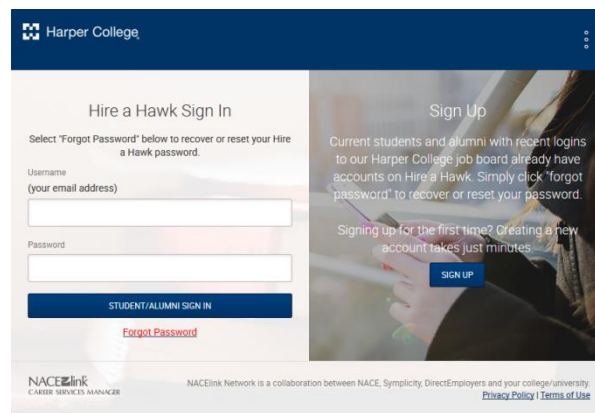


Hire a Hawk Student/Alumni Quick Start Guide

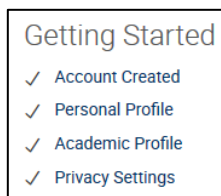
Welcome to **Hire a Hawk**, Harper's new job management system! Here you can search for jobs, internships/co-ops, upload your resume and apply to jobs in your area of interest. *These are jobs posted by employers who have registered with our office and are interested in hiring Harper students and alumni.*

Get Started:

1. Go to <https://harpercollege-csm.symphlicity.com/> and either **Sign In** or **Sign Up** for an account. If you are signing up for a new account, fill out all required fields and **follow the instructions in your email to verify and then create your password.**

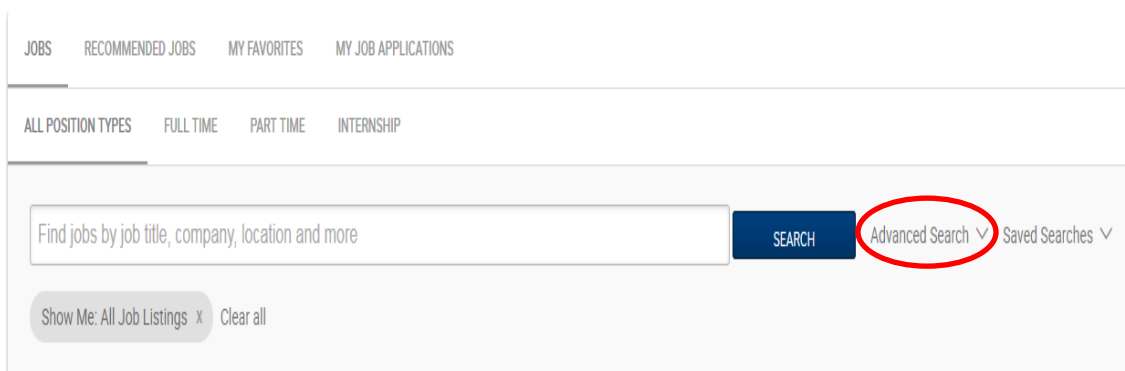


2. Once your account and password have been created, login and complete your personal and academic profile. This is located on the right side of your screen under **Getting Started**.



Search & Apply for Jobs:

3. Click on the **Jobs** tab on the left side of your screen and select **Hire a Hawk Jobs**.
4. There are a variety of ways to search for jobs. To narrow down your job search, enter in sorting criteria by using the **Advanced Search** feature. You can also save searches by using the **Saved Searches** feature.



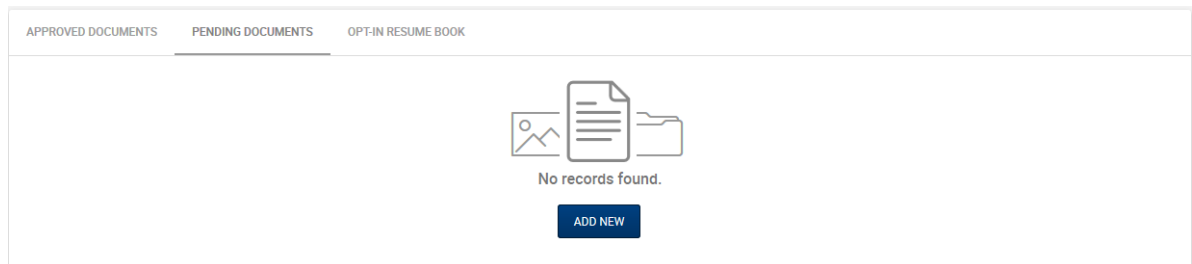
- When searching for a job, we recommend selecting several **Job Targets** to ensure the best search results.
- For more information on a job or how to apply, click on the **Job Title**. Application instructions can be found either in the top right corner of the Job Posting, or by clicking the **Apply Now** button on the right side of the Job Posting.



PLEASE NOTE: You will not see the **Apply Now** button if you do not have a resume uploaded in **Hire a Hawk**. It will tell you that you do not have a resume uploaded and suggest that you do so.

Upload Your Documents:

- To upload your resume and/or cover letter click on the **Documents** tab on the left side of the screen and select **Pending**. Click on the **Add New** button. Your resume will be reviewed within 48 hours and approved or sent back to you with suggestions for improvement.



PLEASE NOTE: Your document **MUST** be in MS Word (.doc or .docx)

Report a Hire

- Click on the **My Account** tab on the left side of your screen and select **Report a Hire**. Click on **Add New** at the bottom of the screen and complete the form.

Job Placement Resource Center

www.harpercollege.edu/jprc

jprc@harpercollege.edu

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W207

