



**The Robert H. Smith School of Business
Office of External Strategy: Office of Career Services**

HireSmith User Guide

The Office of Career Services (OCS) is fully committed to helping you explore career opportunities and launch a successful career. The purpose of this document is to help you understand how to get the most out of HireSmith and maximize the career opportunities available to you.

As you launch your job search strategy, HireSmith will play a very important role in providing you with information on upcoming workshops, corporate presentations, identifying relevant open positions, communicating important announcements, and pushing forward a wealth of resources to support your goal of securing an internship or full-time professional opportunity. It is important that you have a full understanding of how HireSmith works so you can have an efficient career search.

This User Guide will help you quickly and efficiently navigate the HireSmith Career Portal and will prove beneficial in ensuring that you experience a successful job search.

What is “HireSmith”?

“HireSmith” is the Robert H. Smith School of Business OCS recruiting platform. It allows employers to advertise all recruitment activities (job postings, information sessions, interviews, etc) to you in an efficient manner. These employers are specifically looking for Smith students and alumni.

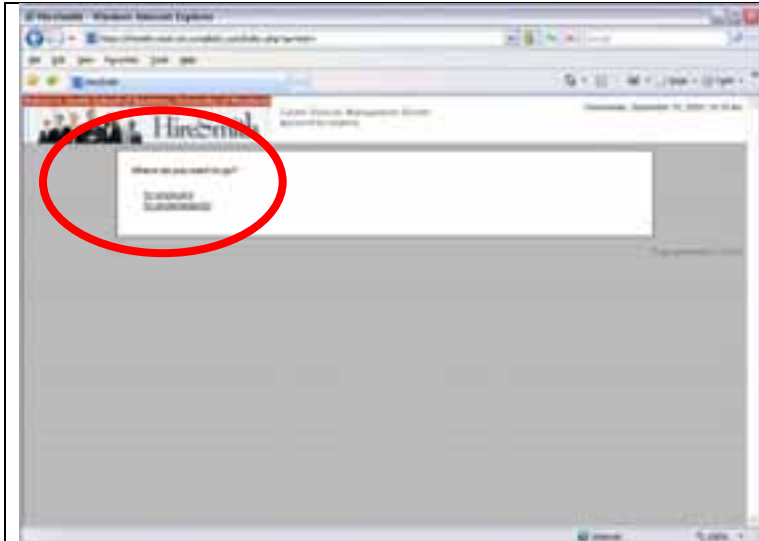
HireSmith helps you quickly and easily explore and apply for internships and full time positions. In HireSmith you will:

- Create and maintain your student profile
- Post your resumes, transcript, and cover letters
- View a calendar of – and sign up for - various career related activities such as workshops and employer information sessions
- Search for jobs that specifically match your criteria
- Apply for both on-campus interviews and traditional job postings (similar to Monster.com)
- Manage your interview schedule
- Access multiple online career related resources provided to you by the Office of Career Services (UniWorld, TopMBA, Wetfeet, Vault, etc.)

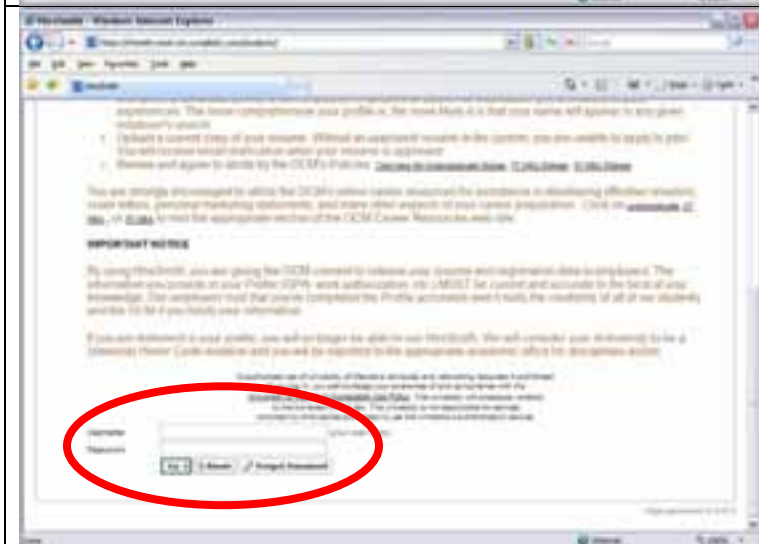
HireSmith : Getting Started

Time to complete : 10 minutes

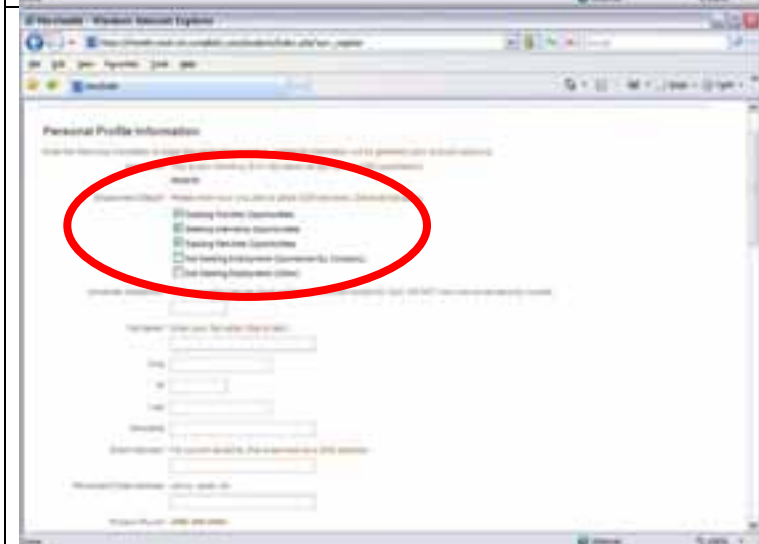
To begin using HireSmith for your career search activities, you must first create your HireSmith profile. Please follow the outlined step-by-step instructions.



- Go to www.hiresmith.net.
- Click on “for students/alumni”.



- Read the guidelines and notices on the login page.
- Scroll down to the bottom of the login page and enter your Testudo username and password.



- You can select several options for your “employment status”.
- Be sure to complete all personal information fields. A complete profile will ensure that you are considered for all relevant opportunities.



- Privacy: Receive Email Notifications: Be sure to select 'Yes'. Why? Selecting "Yes" for e-mail notifications will enable you to receive targeted messages from the OCS and from employers regarding upcoming events and open positions for which you are qualified.
- Fill out these profile fields accurately; employers often use these criteria in selecting candidates.
- For Majors/Focus Areas – choose all that truly apply.
- Privacy: Include in resume books: be sure to select "Yes". Employers and OCS staff create these books regularly. Your "Default" resume will be the one included.
- Click Submit



- You have now been redirected to your home page.
- Click on Profile (top menu bar). If you attempt to go directly to "Documents", you will be redirected to "Profile" as you must have a completed profile before proceeding.



- Enter all of your academic information, including GPA. **IMPORTANT NOTE** Please remember to update your GPA at the end of each semester. The OCS does not have access to that information and the information does not automatically populate from Testudo.

Employers will verify the accuracy of your GPA reported in HireSmith and on your resume at the time it was received against your final official transcript. This is a key part of an employer's background investigation / pre-hire due diligence once you accept their offer. Each year organizations revoke offers or terminate new college hires immediately upon starting for falsifying this information.
- You will notice that the following fields are now locked: Graduation Date, Class Level, Degree, Major, and Work Authorization. If you need to make changes to these fields, please contact OCS. Each May (and after you

	<p>graduate) we will update your class level accordingly. If you find that the class level is no longer accurate, please contact OCS. If you need to change Work Authorization, you will need to bring proof to the OCS to have this field modified.</p> <ul style="list-style-type: none"> You will need to re-enter your Security Clearance information.
	<ul style="list-style-type: none"> You may have to select your “Preferences” again, but you will also have a chance to select up to three in each category. Click “Save and Continue”
	<ul style="list-style-type: none"> Confirm your settings on the “Privacy” tab. Click “Save and Continue”. This will open your Documents page. Click on “Home” to continue with this manual.

HireSmith Basics

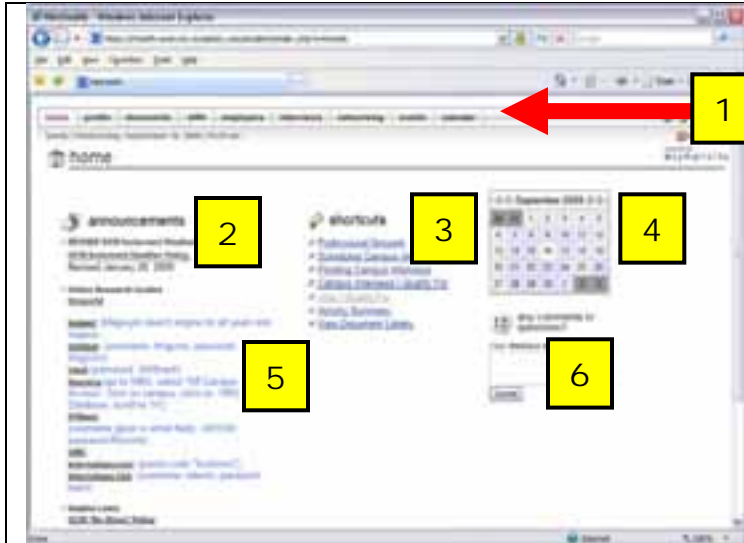
In this section we will introduce you to a few HireSmith Basics.

1. Your “Home Page”
2. How to Upload your documents (resume, cover letter, and transcript)
3. How to use HireSmith to stay informed about career related events, workshops, and company presentations and RSVP / confirm your participation



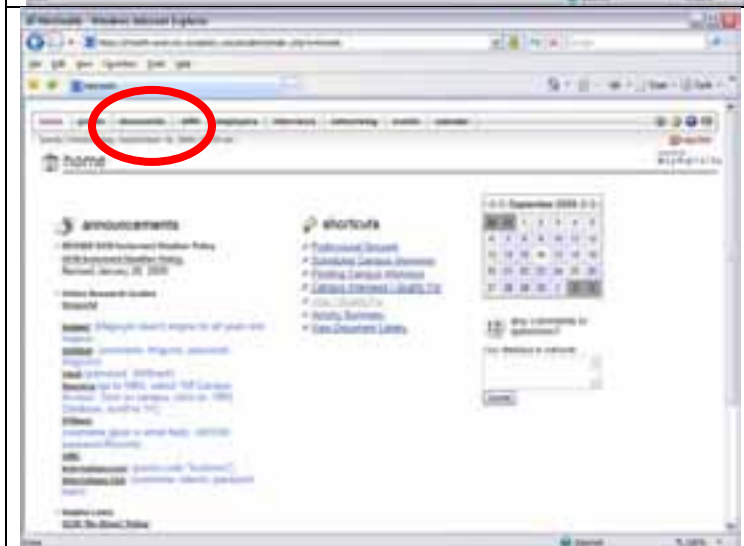
IMPORTANT

You will not be able to apply for any open position until you have an approved resume in your profile.



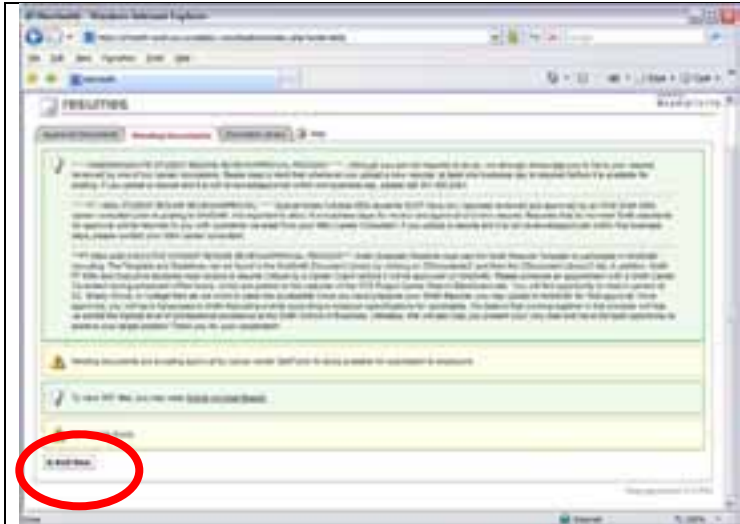
Important Home Page Features

1. Note the navigation tabs at the top of the screen
2. **Announcements:** You should develop a routine of checking the announcements section daily. Messages are added regularly about upcoming events, etc.
3. Shortcut / links to sections of HireSmith you will use frequently
4. Events Calendar (employer events in HireSmith)
5. **Online Career Resources:** think of this as your personal on line career library or “tool kit” – these are links to resources that the Smith Office of Career Services has invested in to help you with your career.
6. Feedback box: If you have problems or suggestions for HireSmith, please enter those here and click Submit.

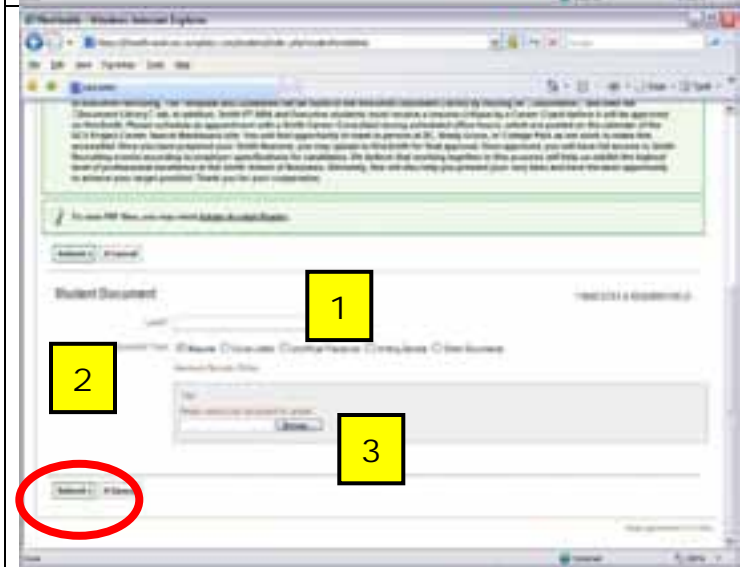


Uploading Documents / Your Resume

From the home page, select the “Documents” tab.

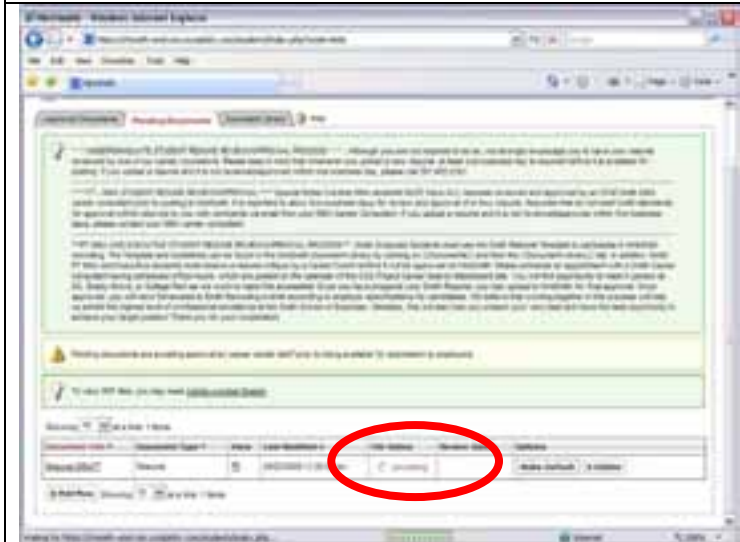


- Notice that there are three tabs within Documents: Approved Documents, Pending Documents and Document Library.
- The green box at the top of the page explains the document approval procedure for each class of student.
- Click on the “Add New” button in the lower left corner to begin the upload process.



1. Assign a name to your document. Use the naming convention “Firstname_Lastname_Date” (ie: Jane_Doe_Jan_1_07.doc) This ensures that you are using the most up to date version when you submit your resume. If you are using this resume for a specific company, list the company name as well. Also, if you have created different resumes for different focus areas, include that as well, ie. “Banking resume”, “consulting resume” etc. Defer from using names such as New Resume, Newer Resume. Remember, employers can see the name that you chose for your resume! Please always make your default resume your general resume.
2. Select the type of document : Resume, Cover Letter, Unofficial Transcript, Writing Sample, or Other Document.
3. Browse to locate the document in your computer’s folders.
4. Click Submit to Upload the document.

You may upload and store up to 10 documents in your profile at any time.



Once you have uploaded your document it will show as “converting” in the File Status box. HireSmith is converting your document into PDF form, which is the format used for resume books and applications. This should only take a few moments. If it takes longer than two minutes, click “Cancel” and repeat the upload.



Once uploaded but BEFORE approved, “ready” will show in the File Status box on the “Pending Documents” tab. This means that the PDF file has been created and your resume is ready to be approved by OCS.
 The document approval process varies depending on if you are a Full Time MBA, Part Time MBA, Undergraduate, or alumni. Read the green box at the top of the page for more information.

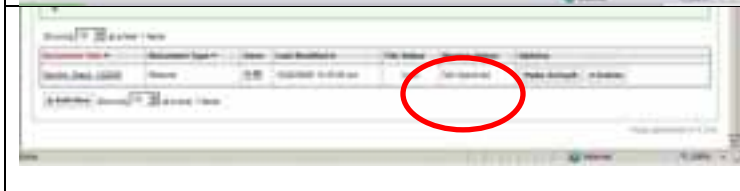
Only the first resume needs to be approved. Subsequent uploads will be ready to use automatically. You will see the rest listed on the “Approve Documents” tab, even though the review status doesn’t say “Approved”; it is left blank.

Do not delete your only approved resume. Upload a second resume, which the system will automatically approve, and then you can delete the version you no longer want to use. As long as the document is visible on the “Approved Documents” tab, it is available to you.

Make sure to click “Make Default” next to your general resume on the “Approved Documents” tab.



After your resume has been approved, the document will appear on the Approved tab with “Approved” in the Review Status box.



What if Your Resume is Not Approved?

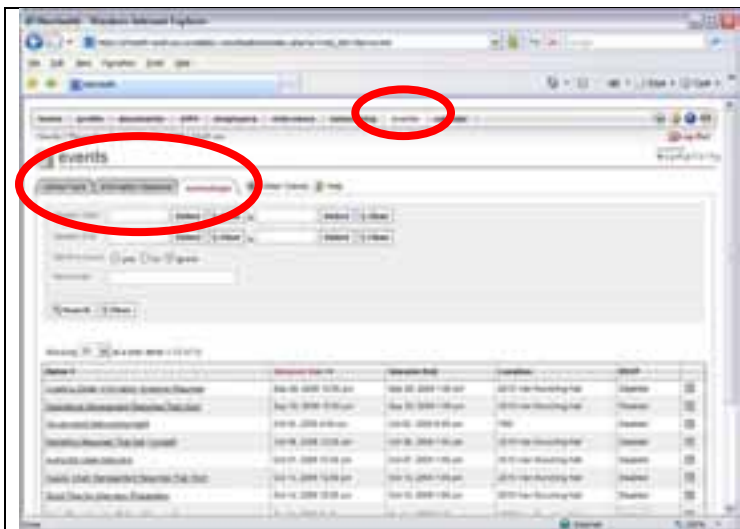
If your resume is not approved by the OCS staff, it will remain listed in the “Pending Documents” tab. Click on the document title. You can read the “Document Review Information” to see the comments regarding why this document was not approved. You will also receive this information in an email.

Make the changes requested by the reviewer and post a new resume to your “Pending Documents” tab.

How to Create your Unofficial Transcript

To create your unofficial transcript, go to Testudo, open your transcript, go to the Edit drop down → Select All; Edit → Copy; open Word; Edit → Paste. Save it will your name (ie. Jane_Doe_Transcript.doc)





Events

- There are three sub tabs within “Events”; Career Fairs, Information Sessions, and Workshops. We currently do not use the Career Fair function.
- “Information Sessions” lists all corporate presentations for which you qualify to attend.
 - Employer of the Day sessions do not have RSVPs (the column reads “disabled”); the employers are positioning themselves at the marble desk in the lobby of Van Munching Hall to “meet and greet” students.
 - You may click RSVP for corporate presentations you are interested in. Pre-Night events will have their RSVP disabled until the employer makes their selections. Then you may sign up, but only if you have been invited and signed up to interview.
- “Workshops” are provided by OCS staff or corporate sponsors. If an RSVP is required, you will see the option to click on RSVP on the page.
- RSVP’s are only accepted up to 24 hours before the event. This allows employers to make catering arrangements, if needed. If you have RSVP’d for an event and need to cancel, you must cancel no later than 24 hours before the event as well. If the event is on Monday at 5:00pm, then the cutoff to RSVP or cancel your RSVP is Sunday at 5:00pm.

Finding a Job Using HireSmith

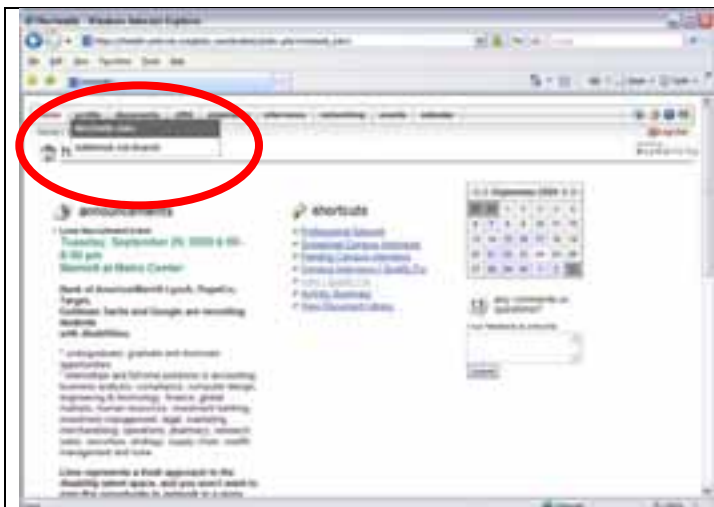
Before we discuss using HireSmith as a part of your Career Search Activities, please note the following:

1. HireSmith should not be the only resource you use to search for a job. It should be one part of a multi-pronged effort on your part. While we strive to attract as many top jobs and top employers as possible, there are many other options available to you outside of HireSmith.

We are here to assist you with the tools and resources to enhance your career search. Ultimately, it is your responsibility to develop and deploy your personal career search strategy. Students who invest a *significant* amount of time and effort into the job search process are most often those who see the greatest return on their investment.

Be sure to devise a strategy that incorporates LinkedIn, Indeed.com, Simplyhired.com, company careers webpages for your target companies, and traditional networking.

2. Sometimes employers will advertise openings with The OCS by posting the job to HireSmith. Unfortunately, during periods of economic turmoil jobs may be canceled or removed from HireSmith suddenly and without explanation. The OCS tries to minimize the number of these situations but ultimately it is up to the employer and often dictated by economic conditions.

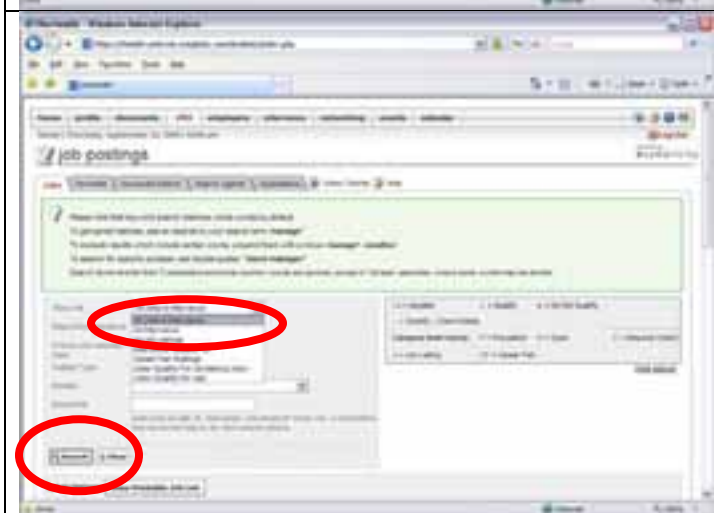


REMEMBER

You must have at least one approved resume in your profile before you may apply for jobs posted on HireSmith.

From your home page, select the “jobs” tab. You will see two choices: “HireSmith Jobs” and “Additional Job Boards”. The latter will take you to a list of alternate job sources.

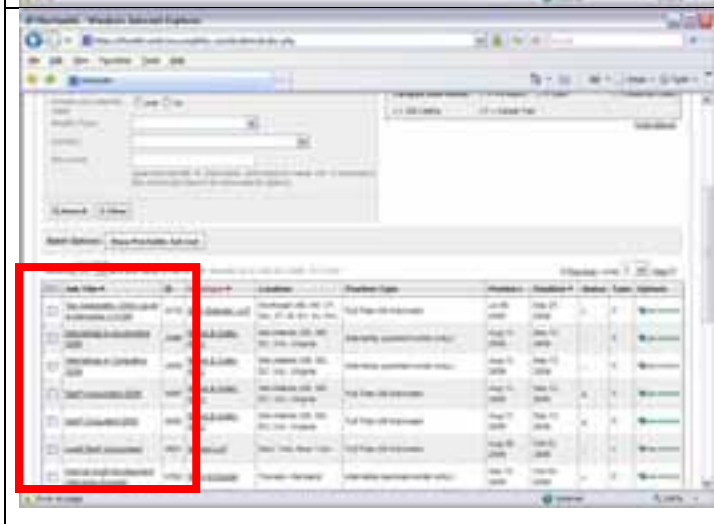
Click on “HireSmith Jobs”.



From the “Show Me” drop down box select “All Jobs & Interviews”

(The difference between a posted “Job” and a posted “Interview” is that the posted job indicates the employer is simply using HireSmith as a job board and they are NOT coming to campus to recruit for it; “Interview” means that the employer has scheduled an “on campus recruiting” date and will hold interviews onsite at Smith.)

Click on “Search”.

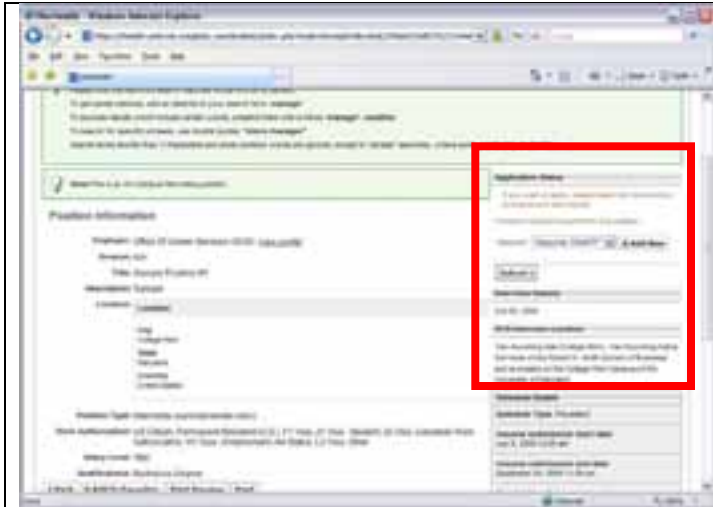


Job listings will appear at the bottom of the screen.

If you see a red “x” in the “Status” column, this means you do not qualify based on the criteria established by the employer. If you would like to know why you do not qualify, click on the Job Title. The next screen will show on the right side under Application Status why you do not qualify; (ie. Year in school, major, GPA, Work Authorization, etc.).

To only see opportunities that you can apply for, use the “Show Me:” drop down and select “Interviews I Qualify For” or “Jobs I Qualify For (all)”.

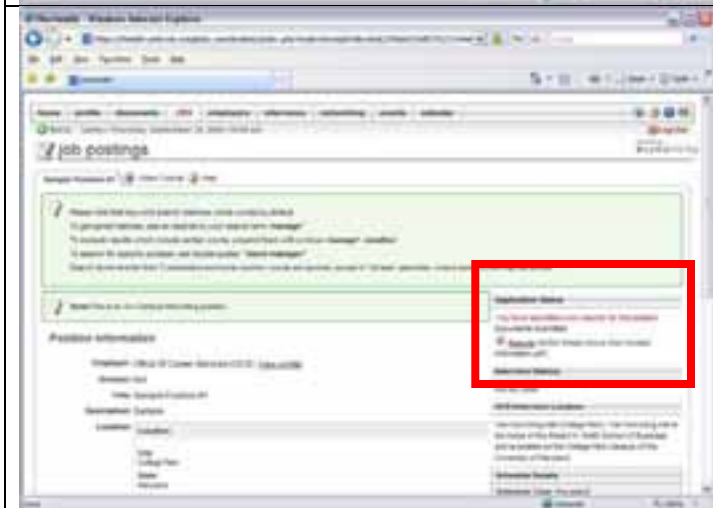
Click on the job title that interests you – if you do click on a job title, then....



....Details about the job will appear on a new screen.

If you qualify, the application box will permit you to submit your resume and apply. If a cover letter and/or transcript are required, there will be a place to select or upload those as well.

Sometimes you will see a message that states "Schedule has closed". The "Schedule Details" box shows the deadline date.

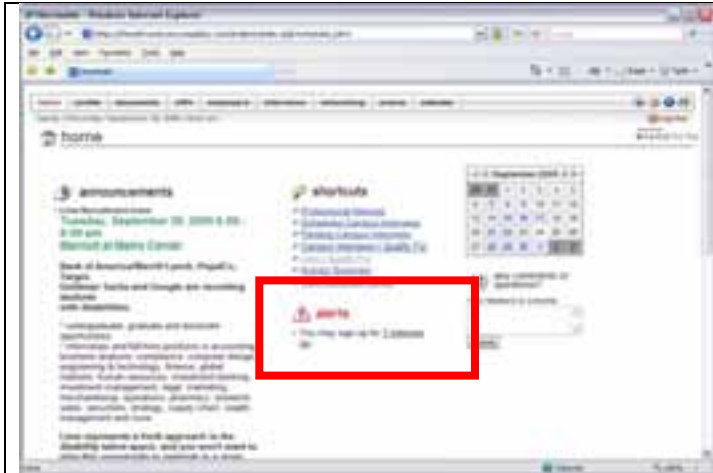


After you apply to a position the "application status" section will indicate that you have submitted your resume.

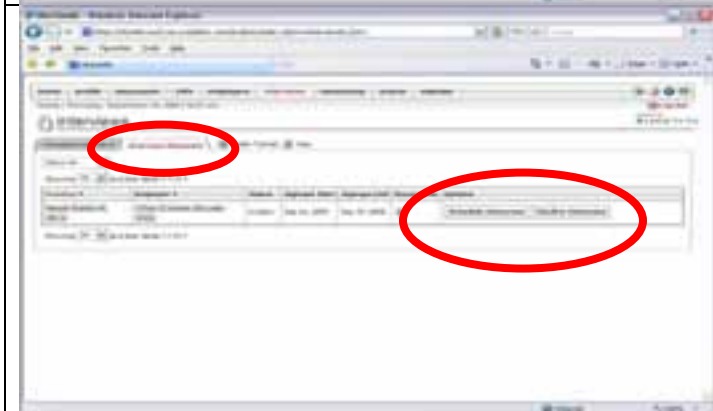


To review interviews that you have applied for, click on the "Interviews" tab. You can see here the status as Pending, meaning the employer has not made their selections yet. In this case you will begin signing up for interview slots (if selected) on January 19th. If you are not invited, the Status column will change to "Not Invited". If you are selected as an alternate, this information will be stated in the status column. Alternates can sign up for any slots remaining one day before the schedule closes. **Once the schedule has closed, the status will change to "Signups Have Ended" for everyone, REGARDLESS of their original status.**

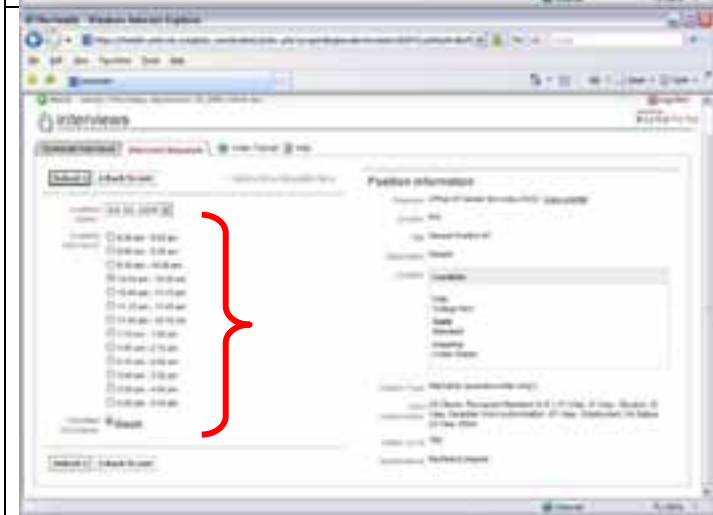
This confuses a lot of people, as sometimes when an employer waits until the last minute to make their selections, the status changes quickly and the student may not have seen the original status. IF you were selected to interview, you would have received an email as well. You will also see alerts (below)



If the employer selects you for an interview, you will see “alerts” on your home page; click on the alert or the interviews tab.

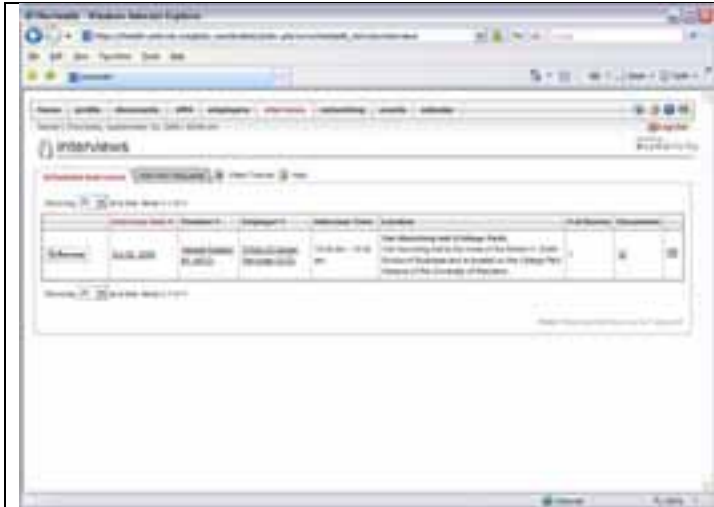


From the “Interview Requests” tab you will see the option to schedule the interview or decline the interview request from the employer.



**If You Agree To Interview
(Accept the Employer’s Invitation to Interview)**

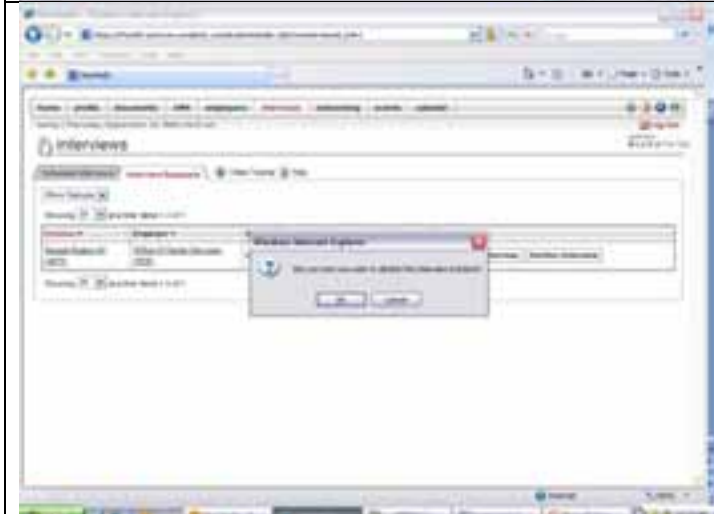
- Click on “Schedule Interview”
- You will select an interview time from the list of available interview slots
- You should sign up as soon as you receive the notification. Timeslots fill up quickly.
- If alternates have been selected as well and you wait until the last day to choose your timeslot, it may have been taken by an alternate.
- If you have another interview through HireSmith on the same day, the system will not let you schedule them in overlapping timeslots.



After you schedule the interview, it will appear on your “Scheduled Interviews” tab.

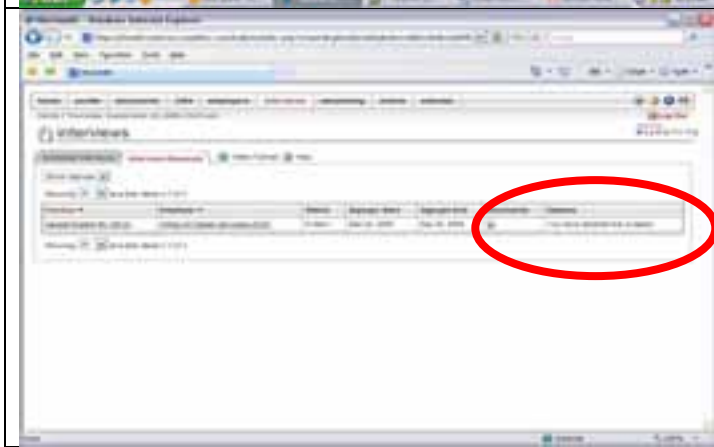
IMPORTANT NOTE:

If you accept the interview invitation and then need to cancel a scheduled interview, you must call The Office of Career Services at 301.405.2301.

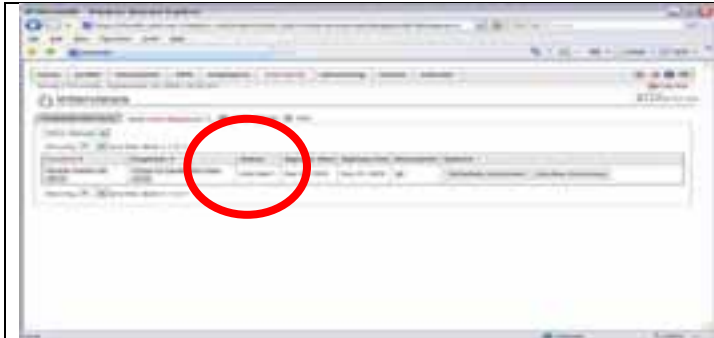


If You Decide You Are No Longer Interested / Do not want to Interview (Decline the Employer’s Invitation to Interview)

- If you want to decline the interview, you may do so from the “Interview Requests” tab
- The employer will get an immediate notice of your declination

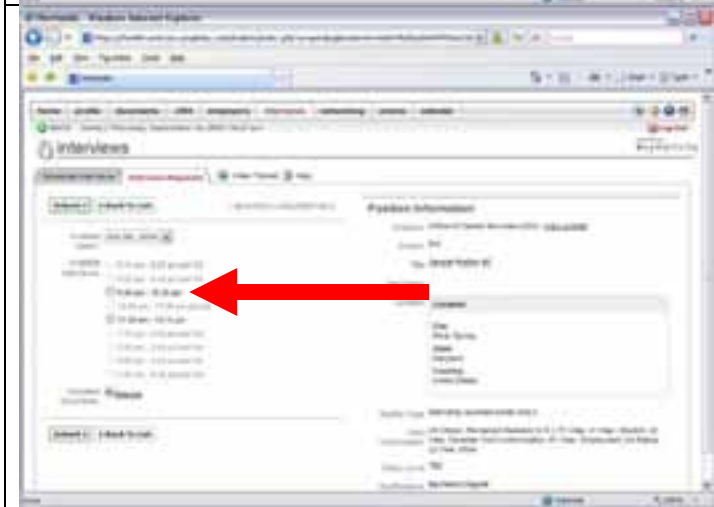


Once you decline, the “Interview Requests” tab will show your status as “Declined”.



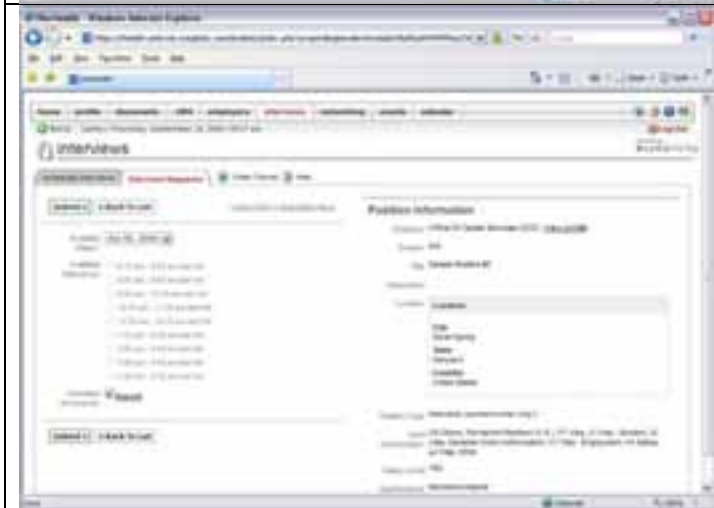
If the employer selects you as an “Alternate” for an interview the “status” box will show “alternate” rather than “invited”.

“Alternate Candidate Status” means that you can sign up for an interview if space is available once the “invited” candidates have had the opportunity to select their interview times or decline the invitation to interview.



In this example pictured to the left, there are two time slots available for alternate candidates.

Choose one time slot and click “Submit”.



By comparison to the scenario above, in this example, there are no remaining interview slots available which indicates you will not be able to interview for the position.

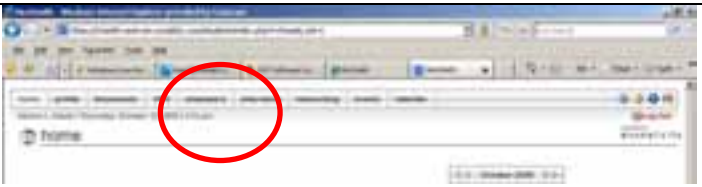

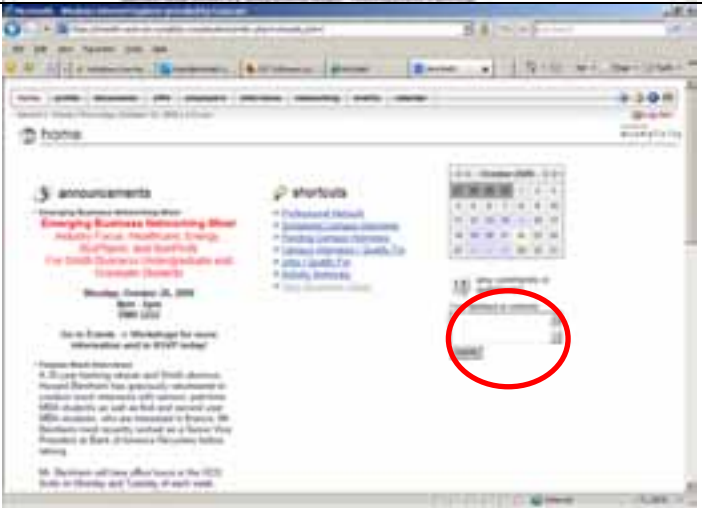


Job Postings

When an employer is not planning to come to campus but still wants to interview Smith students, they will create a Job Posting. You can apply for these positions through HireSmith (under “Jobs I Qualify For”), and then all applicants are submitted to the employer.

The employer will then reach out to applicants they are interested in. The OCS has no further information on the status of the position. Unlike the On-Campus Recruiting positions, you are unable to withdraw your application to a Job Posting.

There are times when an employer is pleased with the responses

	<p>to a Job Posting and asks us to convert it to an “On Campus Recruiting” position. Your application will remain intact but you will see it listed under “Interview Requests” instead of “Applications”.</p>
	<p>Employers</p> <p>At times you may want to research information by Employer. Click on the “Employers” tab.</p>
	<p>By searching on a particular employer by keyword (ie., Accenture) you will find the data that this employer has provided in HireSmith, as well as any current positions they have posted.</p> <p>You can also click on “Add to Favorite” under options to keep this employer on your “short list” to reference later.</p>
	<p>As you use HireSmith to enhance your career search, please let us know how we can help. If you have problems or suggestions for improving the usability of HireSmith, please use the “Feedback Box” on your Home Page.</p> <p>You will receive a response by the next business day.</p> <p>Please contact Sandy Staub at sstaub@rhsmith.umd.edu or 301-405-1781 if you need further assistance.</p>