The OSU HIRE System

The HIRE System is the latest tool used for on-campus interviewing. It is designed to facilitate the hiring process for employers and their potential employees. Some benefits of the HIRE System for students and alumni include: uploading resume; job search/applying for job openings; viewing upcoming events; and publishing resumes for employers to access anytime

How Do I Subscribe to the HIRE System?
1. Go to: www.hireosugrads.com and enter the Student/Alums site.
2. Click the HIRE System Login link, located on the left side of the screen.
3. Once on the HIRE System, click the link for New Users at the top of the page.
4. When prompted, enter your Student ID and create a password.
5. Then click the sign up button, and you will have successfully created your HIRE System account.

Logging-In to the HIRE System
1. Go to: www.hireosugrads.com and enter the Student/Alums site.
2. Click the HIRE System Login link, located on the left side of the screen.
3. Enter your OSU Student ID and HIRE System password.

Internet Browser and Home Page
If using America On-Line (AOL), you may have difficulties due to AOL's extra security measures. Please contact Career Services if you have questions.
Your Home Page is where all sections of your account can be managed. The three sections include: My Profile, My Documents, and My Activity.

Profile
Your profile contains students' Application Materials and Background information used in the recruiting process. Before starting your job application, be sure to complete the sections under the Background tab and Application Materials as deemed necessary. Below are some guidelines you should follow:

1. Click on Profile and the following tabs are displayed: Application Materials and Background. The Background tab displays Personal, Preferences, and Education sections. The Application Materials tab allows students to upload the following documents: resumes, transcripts, recommendation letters, writing samples, and other documents.
2. To edit information in a given section, click the Edit button corresponding to that section.
3. An edit page will appear for you to enter/edit your information.
4. Click the Save button when editing is complete.
5. To upload a document such as a resume, click Add New Resume, browse and upload the document, and click save.

To Apply for a Job

1. Click the OCI and Job Listings button on the main navigation ribbon.
2. Narrow your job searches by using keyword, employer, or job title.
3. Click Search to generate a list of positions that match the criteria you entered. To view the job description, click on the position title.
4. From the matching job postings, click Job ID or Job Title. After you have selected which position you want to apply for, the Job Details, Job Dates, Job Description, and Application methods will be listed. The application method may allow students to apply via the HIRE System, via email, or via another website. If you are unable to apply for a position, contact OSU Career Services at 744-5253.

Cancellation of an interview:
Plan ahead and if at all possible, avoid cancelling an interview. If necessary, however, you may cancel an interview through the Applications section by 4:00 pm, two business days prior to the interview. If you need to cancel an interview with less than two business days' notice, Career Services must be contacted at least 24 hours (one working day) prior to the date of the interview.

Late cancellations (less than 24 hours of the interview) or failure to appear for a scheduled interview will result in restriction from the on-campus recruiting program. A stamped letter to the employer explaining the absence must be brought to Career Services, along with a copy for Career Services' files, within one week of the cancellation. Access to the HIRE System will be blocked until a copy of the apology letter is received and the student attends an information session on ethics and professionalism conducted by OSU Career Services.

After two no-shows, or cancellations, a meeting with Career Services administration will be necessary to determine eligibility for continued participation in the program.

If an employer must change or cancel a campus visit, OSU Career Services will notify students as quickly as possible by email and/or telephone. Please insure that your current e-mail address and phone number are listed on your profile at all times.

For Assistance:
Contact OSU Career Services at 744-5253 or the CEAT Career Services office. We are available to answer any questions you may have.

Visit our Web site:
For more information about your HIRE System account and other Career Services opportunities, visit our web site at www.hireOSUgrads.com.