



Hire Kansas Talent Consortium **Employer Guide**

Member Schools:

Emporia State University
Pittsburg State University

Fort Hays State University
University of Kansas
Wichita State University

Kansas State University
Washburn University

Employer Feature Overview

The main features of the consortium site are:

HOME

View announcements from the Consortium.

MY PROFILE

Edit your personal contact & company information. Ensure that applicants can contact you and that your organization is presented accurately.

MY JOBS

Create job listings to post to all consortium member schools AT NO CHARGE.

CONSORTIUM MEMBERS

Access consortium member websites and consider additional recruitment efforts such as resume requests, student searches and career fair registration, at individual campuses.

How can this Consortium help my organization?

Hire Kansas Talent is an easy to use system that provides a single point of entry with one username and one password to allow unlimited posting of jobs to all current consortium members.

Access to Consortium

1. Navigate to www.hirekansastalent.com. Click on "Click Here to Register".
2. Enter basic information to create a user account in the consortium site.
3. Once your registration is approved by the consortium, you will be notified via email.
4. Begin to enter job listings as frequently as needed.

Managing Your Account and Contact Information

You can manage information that students at consortium member schools will see. This includes critical contact information as well as information about your organization.

To edit account information:

1. Click on **MY PROFILE** on the main navigation bar. Click on **EDIT** for each section to change or provide information about your organization and your contact information. Click on **SAVE** when edits and changes are complete

Posting a Job with Hire Kansas Talent

Hire Kansas Talent enables you to post jobs for students and alumni to view on-line at each consortium member site.

To post a new job:

1. Navigate to **MY JOBS** on the main navigation bar and select the **NEW JOB** link.
2. Enter basic information as noted and required. Fields marked with an Asterisk are required fields and must be completed.
3. Information for Job Description, Qualifications and Application Instructions can be cut/pasted from another software application.
4. Please note that the contact information is pre-populated with your contact information for the **MY PROFILE** section of Consortium. If you would prefer that applicants contact another individual with your organization, please make that change here.
5. **POST DATE** is the date the announcement will be available for students to view at each consortium school.
6. **EXPIRATION DATE** is the date the announcement will be no longer viewable to students at each consortium school.
7. **SHOW CONTACT INFORMATION** allows students to view information in your profile as a method of contact.
8. Applicants are able to apply on-line for positions if you desire. This is recommended as a way to streamline the process for you. Individual emails from each student applying will be sent directly to you. To allow applicants to apply on-line through Consortium, answer **YES** to **ALLOW ON-LINE APPLICATIONS**.
9. Click the **SAVE** button at the bottom of the page. Positions are not immediately available for review by students. Each job submitted is reviewed by each individual consortium school for posting on the individual campus.

To edit/re-post an existing job:

1. Navigate to **MY JOBS** on the main navigation bar and select **JOB LIST**.
2. Edit the sections of the job as needed. **SAVE** each section when completed.
3. To re-post the position, update the **POST DATE** field and the **EXPIRATION DATE** field.
4. **ACTIVE** jobs are only viewable to students if the **EXPIRATION DATE** has not passed.