

# Faculty/Staff User Guide for HireFresnoState

- Log in to HireFresnoState through the [fresnostate.edu/careers](https://fresnostate.edu/careers) website
- Click on the HireFresnoState button in the lower middle of the home page
- Click on the HireFresnoState EMPLOYER button to begin creating your account

# Log In to HireFresnoState for Depts Through CDC Website

fresnostate.edu/careers  
Homepage



# Depts Select Employer Button to Create/Return to HireFresnoState

## Career Development Center

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

HOME

STUDENTS

EMPLOYERS

FACULTY & STAFF

ALUMNI & COMMUNITY  
RELATIONS

ABOUT US

FEEDBACK FORM

[Student Affairs](#) > [Career Development Center](#) >

### HireFresnoState

Log in to your HireFresnoState account, or create an account, by clicking on the corresponding button below:



# To Create an Account in HireFresnoState

Welcome to HireFresnoState!

This recruiting tool is designed to help you easily locate the best candidates for your organization's needs. Please sign in with the account information that was provided to you.

**Returning Users:**  
Enter your username and password below

Username:

Password:

[Clear](#)

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**1st Time Users:** [Create a New Account](#)

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**Forgot Password?**  
If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions.

Email Address:

For First  
Time  
Users

#### Technical Notes:

This application relies on the usage of internet cookies. Optimal cookie settings will vary depending on your browser, but you must have your browser configured to accept cookies to use the GTS application.

Currently, MBA Focus supports Internet Explorer versions 8 & 9 along with the latest version of Mozilla Firefox and Google Chrome.

# In order to proceed with setting up the account you must say YES and submit



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GLCC

**Terms and Conditions**

These Terms and Conditions govern the use by any Client of GradLeaders ("Client") and each of its employees, agents, affiliates and representatives of the Corporate Partner system database and any other information pertaining thereto (collectively, the "Database") provided by GradLeaders, LLC ("GradLeaders").

**Member Account, Password and Security**

Client will receive a password and account designation upon purchase of access to the Database. Client is responsible for maintaining the confidentiality of the password and account, and is fully responsible for all activities that occur under its password or account. Client agrees to immediately notify GradLeaders of any unauthorized use of its password or account or any other breach of security, and will ensure that it exits from its account at the end of each session. GradLeaders cannot and will not be liable for any loss or damage arising from Client's failure to comply with this provision.

**Representations and Warranties**

Client represents and warrants to GradLeaders that (i) it has full legal right, power and authority to agree to these Terms and Conditions and carry out the transactions contemplated hereby, and (ii) these Terms and Conditions have been reviewed by Client and are the lawful, valid and legally binding

Yes, I have read and agree to the terms and conditions of the above user agreement

# Verifying your Email



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## Create Your Account

### Create Your Account

- Create a unique username for your account. To ensure uniqueness, you might want to consider using your email address as your username.
- You must enter your account password twice to ensure accuracy.
- Your account email address must also be unique.

Email Address:

Lookup Email

Cancel

You need to use your full email address everytime you log in: @csufresno.edu

**And remember your password because it will never change!**

## Create Your Account

### Create Your Account

- Create a unique username for your account. To ensure uniqueness, you might want to consider using your email address as your username.
- You must enter your account password twice to ensure accuracy.
- Your account email address must also be unique.

- Another account with that email exists.

Email Address:

Lookup Email

Cancel

If you receive this message after verifying your email, contact Sheila Gallagher-Price at x85064 before you can proceed.



# When setting up a Department Profile, check to see if it already exists

Thank you for creating your account. Now you will need to select or create your company below.

## Organization Information

### Select Your Company:

Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

Organization Name

Starts with  Contains

Select	Organization	Industry
<input checked="" type="radio"/>	Career Development Center	Other
<input type="radio"/>	College of Health and Human Services Advising and Career Development Center	Education / Higher Education
<input type="radio"/>	Jordan College and Career Development Center	Education / Higher Education
<input type="radio"/>	Owens Valley Career Development Center	Diversified Services

If your Department Name already exists, please select and proceed. If you would like to modify the Dept Name, you may do so by selecting the View Company Profiles on your home page and click on the Edit Organization pencil on the right hand side of the page.



# Edit Contact Profile

Add or edit information about yourself in the fields listed below.

**\*All highlighted fields are required\***

Company Name	Career Development Center
Contact Type	-- Select One --
Salutation	-- Select One --
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
Preferred Name	<input type="text"/>
* Job Title	<input type="text"/>
Department	<input type="text"/>
* Address Line 1	5150 N Maple Ave M/S JA61
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
* City	Fresno
State	California
Postal Code	93740-8026
* Country	United States
* Phone	<input type="text"/>
Fax	<input type="text"/>
* Email	<input type="text"/>
Recruiting Services	
* Share contact information with students?	<input type="radio"/> Yes <input type="radio"/> No
* Are you an Alumnus?	<input type="radio"/> Yes <input type="radio"/> No
Opt-in to correspondence from school administrators?	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Be sure and save when finished filling in the required fields**

# Where to Post Your Job

Select Job Postings  
in the menu bar



### Profile Information

[View Profile](#)  
[View Organization Profile & Contacts](#)

### Job Postings

[Post a New Job »](#)

**Accountant**  
[Job Detail](#) | Posted: 8/17/2017 | Expires: 9/16/2017

**Child Care Taker**  
[Job Detail](#) | Applicants: [0](#) | Posted: 8/15/2017 | Expires: 9/14/2017

**House Keeping**  
[Job Detail](#) | Applicants: [0](#) | Posted: 8/14/2017 | Expires: 9/13/2017

[View all »](#)

### Resume Book Subscriptions

Select the Candidate Resume Book that you would like to access from the list below.

Resume Book Products:

- CDC - Students

### Important Messages

\*\*\*\* Thank you for recruiting at Fresno State \*\*\*\*

Registration for our specialized career & internship fairs are now open!

## SAVE THE DATE

### Fresno State's Fall Career & Internship Fairs

### SCIENCE, TECH, ENGINEERING, AG, MATH

Tuesday, September 26, 2017 | 1:00 - 5:00 pm | Satellite Student Union

### HEALTHCARE & HUMAN SERVICES

Thursday, October 5, 2017 | 1:00 - 5:00 pm | Satellite Student Union

### PROFESSIONAL & BUSINESS SERVICES

Wednesday, November 1, 2017 | 1:00 - 5:00 pm | Satellite Student Union

For more info, contact the Career Development Center

[www.FresnoState.edu/careers](http://www.FresnoState.edu/careers)    559.278.2381    [careers@csufresno.edu](mailto:careers@csufresno.edu)

[Sept. 26th] Science, Tech, Engineering, Ag & Math Fair (STEAM)

[Oct. 5th] Healthcare & Human Services Fair

# Job Postings

<< Screen message text is empty >>

- All Jobs
- Current
- Past



Add



Export

Status: All Jobs ▼

<< First | Previous | Next | Last >>

Click on add button to create your position

# Job Posting Form

Enter information regarding this job in the fields below. Required fields are indicated by a red asterisk. Candidates will be searching on the information that you enter, please fill this form out as completely as possible.

## POSITION INFORMATION

\* Job Title

Organization Name

Organization Description

Default Font  Size  **B** *I* U

Normal HTML Preview Words:0 Characters:0

All Asterisk fields are required to be filled out

No. of Openings

Work Schedule

Hours per Week

\* Wage/Salary

\* Rate of Pay

Employment Start Date

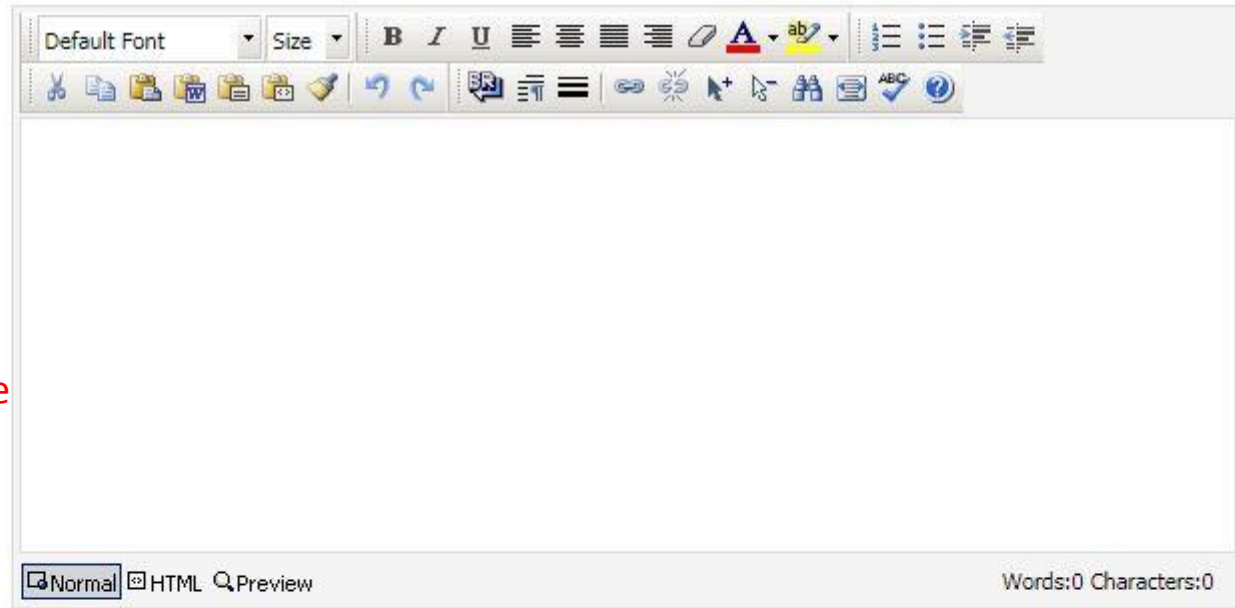
Employment End Date

\* Job Description

Default Font  Size  **B** *I* U

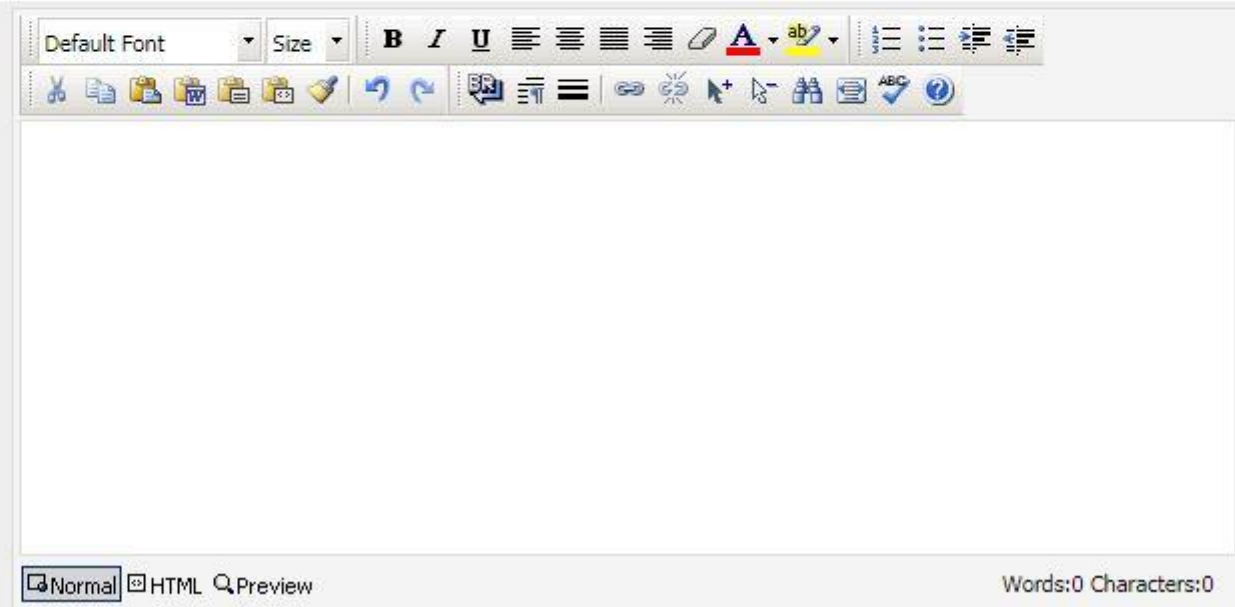
Job Description

Please Note: Job Description and Qualifications may be merged together



A rich text editor interface for the 'Job Description' field. It features a top toolbar with various formatting options such as bold, italic, underline, text color, and background color. Below the toolbar is a large, empty text area for input. At the bottom, there is a status bar with tabs for 'Normal', 'HTML', and 'Preview', and a word/character count showing 'Words:0 Characters:0'.

Qualifications



A rich text editor interface for the 'Qualifications' field. It features a top toolbar with various formatting options such as bold, italic, underline, text color, and background color. Below the toolbar is a large, empty text area for input. At the bottom, there is a status bar with tabs for 'Normal', 'HTML', and 'Preview', and a word/character count showing 'Words:0 Characters:0'.

## CONTACT INFORMATION

Share Contact Information?  Yes

Do you want to share contact information below with candidates?

Title

Name

Address Line 1

Address Line 2

City

State

Country

Zip Code

Email Address

Phone Number

Shared Contact Information is seen by students; however, if you are filling this out for someone else, you can say No



## POSTING INFORMATION

**Job Location**

Current Selected Answer

Clear All | Select All

- USA - SOUTHWEST
- USA - WEST
  - Alaska
  - California - Central Valley
  - California - SF Bay Area

You will need to hit the + sign to drill down to get to Central Valley

C

**Job City**

**Position Type**

Select all that apply.

Clear All | Select All

- Internship (Academic Credit)
- Internship (Paid)
- On Campus (Student Assistant)
- On Campus (Federal Work Study)
- Off Campus (Federal Work Study)
- On Campus (Auxiliary)
- Volunteer

It is important to indicate which on campus type you are hiring so students know

**Position Eligibility**

-- Select One --

**Job Function**

Current Selected Answer

Customer Service

Clear All | Select All

- Creative/Design
- Criminal Justice
- Curriculum Development
- Customer Service
- Data Entry

**Job Industry**

Current Selected Answer

Other

Clear All | Select All

- Retail and Wholesale Trade
- Telecommunications
- Transportation Services
- Utilities
- Other



## SCREENING CRITERIA

Do you want to limit who may apply to this position?

-- Select One --

By selecting yes and based on the screening information below, you are restricting which population of students can view your job posting

### Screening Applicants - Classification(s)

If you do not want to screen on this criteria, please "Select All" answers.

Clear All | Select All

- Freshman
- Sophomore
- Junior
- Senior
- Graduate Students
- PhD.

### Screening Applicants - Eligible Major(s)

If you do not want to screen on this criteria, please "Select All" answers.

Clear All | Select All

- Agricultural Sciences & Technology
- Arts & Humanities
- Craig School of Business
- Engineering
- Health & Human Services

### Screening Applicants - Degree Level(s)

If you do not want to screen on this criteria, please "Select All" answers.

Clear All | Select All

- Associate's
- Pursuing Bachelors (Undergrad)
- Bachelor's
- Master's
- MBA
- EDD

### Screening Applicants - Minimum GPA

If you do not want to screen on this criteria, please enter '0' in the box below.

\*Please Note: currently there is no campus minimum GPA required to be eligible to work on campus\*

## APPLICATION DETAILS

Application Deadline Date

9/17/2017  11 ▼ 59 ▼ PM ▼

Job Application Method

Clear All | Select All

- Email
- Website
- Accumulate Online
- Other

You can close your application any time by selecting the edit pencil on your job description and change the date. \*Be sure to hit "Save" after you have made your change\*

Select how you would like to receive your candidates. If you indicate Website, please include your dept website link

Cover Letter Required?

Yes  No

Job Posting - Updated By

Job Posting - Updated Date

Job Audience

Clear All | Select All

- Campus-wide

Save

Cancel

Please Note: All Job Postings will be saved in your account. If you wish to repost a saved position, please select the Copy Button and change the information for the new posting.

## #20186406 - Job Posting Details

« Back

Managing your job posting:

- Click on the icons above to expire, refresh or delete your job.
- To view candidates who have applied, click on the View Applications icon above.
- Your job posting activity is listed below.
- Click the edit icon to make changes to the job details.



### Staff Accountant

#### Activity

Status: Approved

Date Posted: 6/29/2017

# of Searches Matched: 545

Filled? No

Application Deadline Date 9/27/2017 11:59 PM

# of Views: 20

[View Job Detail](#)

[edit job information](#)

Once you have hired a student, please indicate the position has been filled by indicating "Yes" in the Filled box on the Job Posting Details, as well as closing the application deadline if it has not passed.

Discovery, Diversity, Distribution







My Dashboard Candidate Search **Job Postings** On Campus Requests Interviews Events Document Library

[« Back](#)

## #20186406 - Job Posting Details


Managing your job posting:

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 Expire  Refresh  View Applicants  Cancel  Preview Posting  Copy

### Staff Accountant

Activity		
Status: Approved	Date Posted: 6/29/2017	# of Searches Matched: 545
Filled? <input type="button" value="No"/>	Application Deadline Date 9/27/2017 11:59 PM	# of Views: 20

[View Job Detail](#) [edit job information](#) 

### POSITION INFORMATION

Job Title	Staff Accountant
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Please contact the Career  
Development Center at  
559.278.2381 if you have any  
questions regarding your  
HireFresnoState account