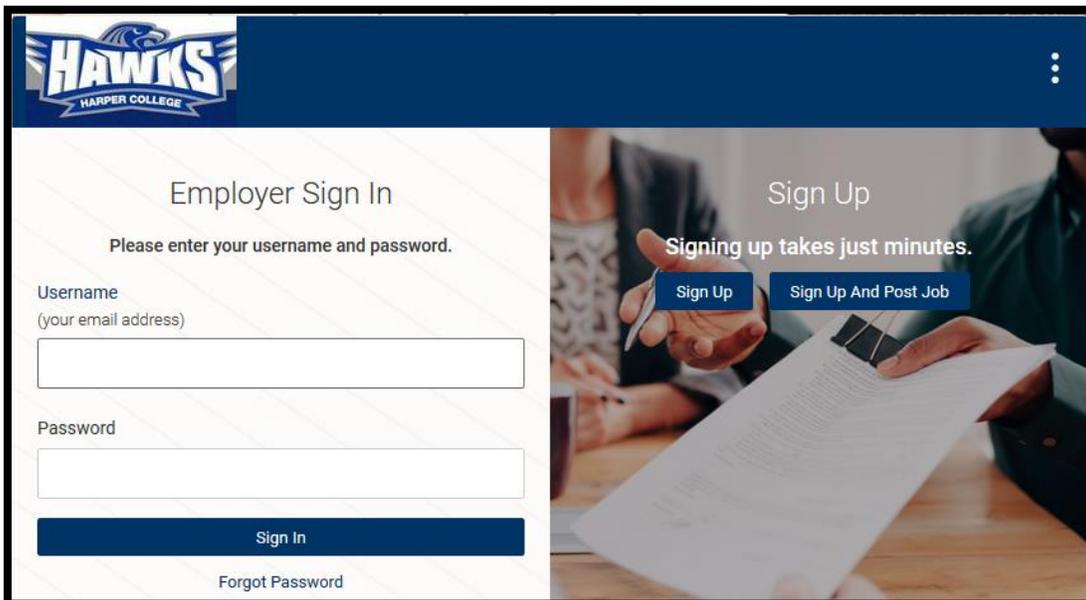# Hire a Hawk Employer Quick Start Guide

Welcome to **Hire a Hawk**, Harper's online job management system! Here you can post your open positions and search for resumes of qualified candidates.

1. **Registering on Hire a Hawk:**

Go to https://harpercollege-csm.symplicity.com/employers (we recommend using either Google Chrome or Mozilla Firefox). If you do not have an account, you can either **Sign Up** or **Sign Up and Post Job** (this allows you to post one job until your account is approved).

When registering for a new account, fill out all required fields and click submit. Once approved, you will receive an email to set your password. Be sure to enter your email address in correctly, otherwise you will not be able to access your account.
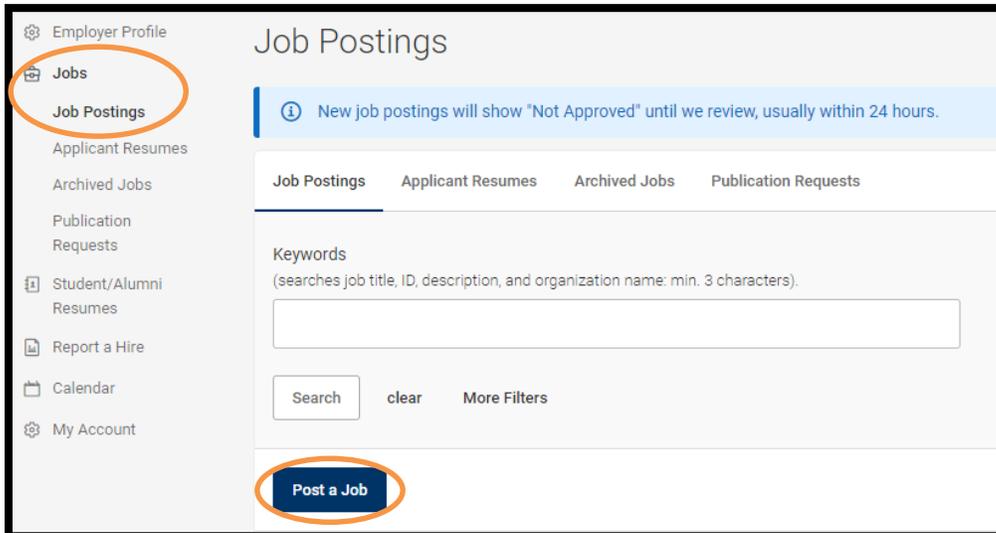

PLEASE NOTE: Each account is subject to approval by the JPRC. You will receive an email response to your registration request within 24 to 48 hours. You will not be able to log in before receiving a response.

2. **Managing Your Hire a Hawk Account and Company Profile:**

Once your account has been created and your password has been set, use the **Employer Profile** tab on the left side of your screen to edit your company information. You can also edit your personal information under the **My Account** tab on the left side of your screen.

3. **Posting Jobs & Internships/Co-Ops:**

Click on the **Jobs** tab on the left side of your screen, from the drop down click on **Job Postings.** Here you can **Post a Job** (new job) or see your current job postings. When posting a new job, fill out all required fields and select how you would like to receive applications.

PLEASE NOTE: Each job is subject to approval by the JPRC and will be reviewed within 24 to 48 hours. New job postings will show "Not Approved" until we review.

4. Searching for Student/Alumni Resumes:

If you have been approved for resume access, click on the **Student/Alumni Resumes** tab on the left side of your screen, from the drop down click on **Student/Alumni Resumes**.

You can enter **Keywords, More Filters** or do an **Advanced Resume Search** to narrow down your results and find the best candidates.
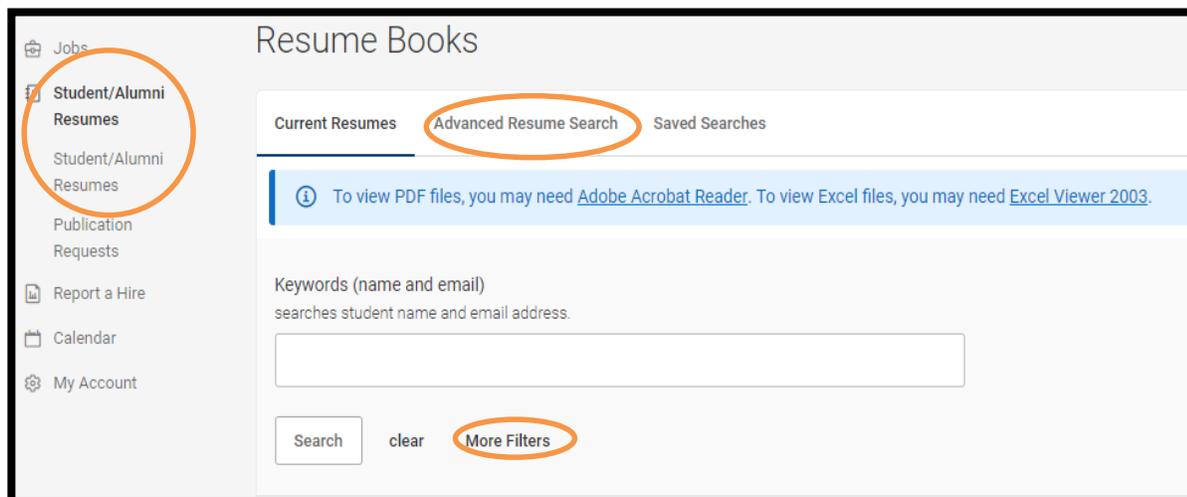
5. Reporting a Hire

Did you hire a Harper student or alumni? Let us know! Click on the **Report a Hire** tab on the left side of your screen, click **Add New** and complete the form.

Job Placement Resource Center
www.harpercollege.edu/jprc
jprc@harpercollege.edu
847.925.6400
W207

July 19