

EMPLOYER USER GUIDE

LOG IN

Log onto www.MICAnetwork.com and click **Employer Login**.

- **New Users:** choose click on **Click here to Register!**
- **Existing Users:** Enter your username and password and click **Login**. To post a job follow the Steps to **Create a New Job** below.

NEW USERS

NEW CONTACT FOR EXISTING EMPLOYER

- Your organization's information may already be in MICAnetwork. Enter your organization's name in the text field and **Click on Find your Organization**. Select your organization if it appears in the search results and click **Continue**.
- From there you can add your personal contact information, and designate a username and password. Click **Register** to continue. Required fields are marked with an asterisk (*).
- Click **Submit Profile** after reading through our terms of use.

NEW USER WITHOUT EXISTING EMPLOYER PROFILE

- **If your organization is not listed**, try only entering part of the name. If you still cannot find it, click on **Can't Find Your Organization** to enter both your organization's and personal information. Click **Register** to continue. Required fields are marked with an asterisk (*).
- Click **Submit Profile** after reading through our terms of use.

NOTE: Once you have submitted your profile, your account will be in pending status, and you will not have full access to MICAnetwork until it has been approved. However, you can still post your opportunity while you are waiting. When you are approved by MICA, you will receive an email notification. If you do not receive your email notification within 48 business hours, please contact Career Development, careerdevelopment@mica.edu, or 410-225-2420.

CREATING A NEW JOB

- Go to **My Jobs** in the top navigation bar, and select **New Job**.
- Enter job information. Required fields are marked with an asterisk (*). Fill out as much information as possible to make the job posting complete. In the field **How to Apply**, make sure to specify in detail how you would like candidates to apply for the position.
- Under the **Posting Information** section, make sure to review all of your options. If you select **No** in the **Show Contact Information** field, your contact information will not be available to potential employees. If you want your information to be available, select **Yes**.
- Under **Allow applicants to apply online via this system**, if you select **Yes**, students can submit their resume to you through MICAnetwork. You will receive email notification of students' job application and be able to view resumes online.
- When finished, click **Save**.

NOTE: Whenever you post a job, it will be in pending status. When you are approved by MICA, you will receive an email notification. If you do not receive your email notification within 48 business hours, please contact Career Development, careerdevelopment@mica.edu, or 410-225-2420.

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VIEW AND EDIT JOB POSTINGS

- To view jobs you've posted, hover over My Jobs, and select Job List.
- Select the job you wish to view by clicking on the Job ID number.
- You can view the activity of the job by clicking View Activity under Page Functions in the left side menu navigation.
- To make changes or updates to any sections, click on the [Edit] link and make your changes. Once completed, click Save.
- You can re-post an old job by opening the job profile and clicking on Copy Job under Page Functions in the left side menu navigation.

STUDENT/ALUMNI SEARCH

- Select **Student Search** (note that students and alumni are both listed here). Choose your criteria and click on **Search**.
- To view all available students, just click **Search**.
- Once your search is complete, you may view, sort, or create a **Resume Packet**, a collection of all resumes you want to have emailed to you.

UPDATE YOUR PROFILE

- To make any changes to your **Employer** or **Contact Information**, click on **My Profile** in the top navigation menu.
- Click [**Edit**] on either **Employer Information** or **Contact Information** to make changes to your information. When you are finished, click **Save**.

REPORT A HIRE

- When you hire a student or alumni for a position, Career Development would love to hear about our students' successes. This information is used as we plan our future publications, programs, and workshops.
- In your left navigation bar, choose **Report a Hire**.
- Search for the person you hired by filling out their first and last name in the spaces provided. Click **Search** to continue.
- If the person did not show up in the search results, above the search results it will say "If the results did not return the student you hired," click **click here** to enter student information.
- Enter person's information, and click **Continue**.
- Choose the position that was filled from your list of job postings.
- If the position is not listed, you can enter this information above the **My Jobs** box. Where it says "If the results did not return the position that was filled," click **click here** to continue.
- Enter the **Job Title**, and **Continue**.
- Fill out the following page with the details of the position. Click **Finish** when complete.