



EMPLOYER GUIDE – Summer 2015

Introduction

Employers wishing to post positions on Virginia Commonwealth University's free online opportunity posting site, HireVCURams, are invited to request an account by accessing the following website: www.hirevcurams.com

- For best results, please use an internet browser such as IE, Firefox, or Safari. Problems have been reported with Google Chrome.
- Throughout the HireVCURams system, required fields are marked with a red asterisk (*).

Registered Users

- Log in on the upper right side of the screen of www.hirevcurams.com; or,
- Scroll down and under **CREATE AN ACCOUNT**, click on **Already registered? Log in to post your opportunity**.
- You can request your password if necessary.

New Registrants

- Visit, www.hirevcurams.com, Scroll down and click on **CREATE AN ACCOUNT**.
- To avoid duplication of employer/organization accounts, please search for your organization under **Find Your Organization**. It is suggested that you search by one main word in your organization name.
- If you cannot find your organization, click on **Can't Find Your Organization?**
- Complete all fields of the user profile form,
- Review and accept the **HireVCURams Employer User Agreement** on the Miscellaneous tab
- Click on the **Register** button.

To Submit a Job

- In your account, click on **My Job and Internship Postings** section on the main navigation bar across the top of your home page.
- From this drop-down menu, click on **New Posting**.
- Enter all of the required posting information.
- The system is designed so that you may request that an email be sent to you as soon as an applicant has applied. You always have the option to log into your account and review the applicants (referrals) for your posting without this email prompt.

- In the field, **How to Apply in Addition to HireVCURams**, enter your organization's procedure for application submission. You are not required to complete this section if you prefer that candidates only apply through HireVCURams.

To View Referrals or Applications

- In your account, click on **My Job and Internship Postings** on the menu bar.
- From this drop-down menu, click on **Posting List** and
- Under Activity, look for a bold **R** to the right of the job title under **Activity**. Click on the bold **R** to view the referrals (also known as applications). You also use this method to view past referrals from expired listings.

To Repost a Previously Posted Position

- You can repost a previously active position by locating the position in the **Posting List** under **My Job & Internship Postings** and clicking on the correct position under **Title**.
- You will then be able to copy the position by clicking on **Copy Job** on the left side of the screen under **Page Functions**.
- You must edit the copied position by clicking **Edit** for the appropriate section.
- It is imperative that you edit the deadline dates.

Pending Status

- Your registration request as well as any jobs that you submitted will be placed in "Pending" status.
- An administrator will review your request as well as submitted jobs within two business days.
- When the requests are approved, you will receive an email notification from HireVCURams@vcu.edu.

Employer Information Revision

- Following the receipt of the approval email by the contact, it is imperative that the newly approved contact reviews the organization's **Employer Information** section and makes any necessary updates by clicking on **"Edit"**.
- Be sure to save the updates by clicking on **Save**.

To Revise an Active Job

- You may update **Position Information**, **Posting Information**, and **Contact Information** for the positions that you have posted.
- To do this, log in to your account and access the job that you wish to revise and click on the appropriate **"Edit"**.

Career Events

- To register for an event, on the Home page for your account, click on **Career Events** and access the appropriate event.
- If you wish to attend, click on **Register Now**.

- To view your scheduled information sessions, click on **Career Events** and **My Info Sessions**.
- To submit a request for a new event, click on **Career Events** and **New Event Request** or you may contact VCU Career Services at 804/828-1645.

Interview Schedules

- To view your interview schedules, click on **My Interview Schedules**.
- You may request an interview schedule by clicking on **New Schedule Request** or you may contact VCU Career Services at 804/828-1645.

Need Assistance with HireVCURams?

- Contact VCU Career Services at 804/828-1645 or email HireVCURams@vcu.edu.

