


### TARLETON STATE UNIVERSITY

#### WELCOME!

*This guide will help you navigate through our online job system. Through Hire A Texan you will be able to keep your profile updated, view and add jobs, participate in our On-Campus Recruiting Program, as well as register for Job Fairs and special events.*



#### Registering & Logging On

- Step 1:** Visit [www.tarleton.edu/careers](http://www.tarleton.edu/careers)
- Step 2:** Click on Hire A Texan! for Employers link.
- Step 3:**
- If you are a registered user, simply type your username and password, then click “Login.”
  - If you have never registered, click the “Click here to register” link. Fill out your profile and click the Register button.
- Step 4:** Complete the information and click submit
- Step 5:** You will receive a message:
- Your registration has been successfully submitted. You should receive a confirmation email with detailed instructions when your registration is approved.
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- Step 6:** Once your registration is approved, you can post jobs, register for job fairs, and view student resumes.

#### Home

After you have logged in, you will be on your Home page. Here you will find 4 useful tools:

- **Announcements & Alerts** — Important announcements about Tarleton State University Career Services, our students, and upcoming events.
- **Shortcuts** — List of shortcuts to popular tools inside Hire A Texan!
  - Create Job Posting
  - View Job Postings
  - View Applicants
  - Post a Profile
  - Request New Information
  - View Multi-School Postings
  - Post a Job to Multiple Schools (Fee Based)
- **Attend Events**— List of links and registration information for upcoming events.
- **Calendar** — You will see jobs that are expiring for your company, upcoming Interviews and Information Sessions for your company, and any upcoming Job Fairs.

**Additional Navigational Tips on Back**

## Account

Choose this menu option to update your contact information (password, phone number, email, etc.).

**Note:** Under the Employer profile, you can opt out of the Employer Directory. You can choose to hide your contact information, block messages.

## Calendar

The Calendar will show events that Career Services has uploaded. These events include Job Fairs for which your company can register.

## Profile

Choose this menu option to define, in greater detail, who you are as a company, list awards, input company statistics, and/or upload logos, photos, or videos to better market your company.

**Note:** There is also an “Auto-Fill” option if you have registered with another Symplicity system elsewhere.

## Jobs

Choose this menu option to see your current Job Postings, Student Resumes, Multi-School Postings, Archived Jobs, and Publication Request.

- **Job Postings** allows you to view/edit your current postings, as well as create new postings.
- **Student Resumes Tool** accumulates the resumes of the students/users that have sent you their resume because of interest in a posting.
- **Archived Jobs** are postings that either expired or were archived by you personally.

## Resume Books

Choose this menu option to see resumes that students have uploaded to the Hire A Texan system. Under this option, you can categorize the students' resumes by Major, Class Level, and Campus location. All employers have access to the “ALL Majors” resume book. Please contact Career Services if the link is not visible.

## Surveys

Under this menu option, we use tools, such as surveys, to understand how we can better serve you as an employer. Our surveys may range from ways to improve Hire A Texan! to ways to make our events more beneficial to you.

## Events

Choose this menu option if you are looking to find more information or register for our upcoming events, such as Job Fairs and Informational Sessions.

**Need additional help?** Feel free to contact our office for any questions or suggestions you have regarding the Hire A Texan system, and we will be more than happy to help you!