Dear Employer,

The Communicative Sciences & Disorders and Career Services Career Services have partnered to provide Griz eRecruiting, a free comprehensive career services software program designed to assist with your staffing/recruiting needs.

Here's how Griz eRecruiting can help you connect with qualified candidates for your professional positions:

- Search resumes of qualified UM students and alumni
- Schedule on campus/off campus interviews
- Monitor sign-ups and view the resumes of candidates
- Pre-select candidates to interview
- Post current vacancies online

To support this initiative we will be training and informing our undergraduates, graduates, and alumni about Griz eRecruiting. We feel this resource will be the fastest and most convenient means for our students to be aware of job openings. The website is simple to use and can be accessed by smart phone and other portable technology, thus encouraging students and alumni to frequently check for updates.

We are encouraging all employers to use this system and we will support you in the steps to register with Griz eRecruiting. The following are the simple step by step instructions on how to register for the online Griz eRecruiting at the University of Montana.

First time users will need to register for an account. Register online at [https://www.myinterface.com/montana/employer/home.aspx](https://www.myinterface.com/montana/employer/home.aspx)

1. **Log in**: Enter the User ID and Password you have chosen.

2. **Complete Employer Profile**: Click on My Profile and complete the Employer Information and Contact Information sections by clicking on the [Edit] link on the right.

3. **Post or view Jobs**: Click on My Jobs to view any job currently posted or those posted in the past. Click on the job ID number to enter or change any of the posted information. Important Note: In the Position Information section there is a place to input Application Instructions, but later on the page in the Posting Information section you will see an option to allow on-line referrals which lets students submit their credentials to you via this system. If you do want to allow on line referrals, then list other instructions in the Application Instructions block.

   **To submit posting**: Once you complete all sections of the job listing it is automatically transferred to The University of Montana for approval (should take no more than 1 business day). View the listing to be sure you have not missed any required fields which are marked with an *. When searching under My Jobs you will see that the status of the position has been changed from "pending" to "active," once it has been approved.

4. **Viewing Student Referrals**: To see which students have submitted a resume to apply for your position, log into the system and go to the Quick Links section on your home page. There you will see a line that says Student Referrals. Click on the number next to it to access the list of students who have applied and their resumes.

5. **View Interview Schedule**: If you have arranged an interview date with Career Services and elected to have students sign up on an "open" schedule, you can continuously check the status of the schedule and obtain resumes of the student who are on it. Click on Schedules to see a list of your interview schedules. Click on the Interview Date to see the posting information and check the status of a currently posted schedule. Click on the student's name to view their profile and obtain the link to their resume.

6. **Search for Students**: Click on Student Search to find students registered in the system. Note that you can do a Quick or Advanced search. Be aware, however, that the more search criteria entered, the more you are eliminating candidates. To view all available students just click on the Search button at the bottom of the form. NOTE: Access to the student search is given to companies on a case-by-case basis. Please contact Career Services for access.
Please contact Janay Whisman, Recruiting Coordinator, Career Services at: 406-243-2239 or Janay.whisman@umontana.edu

Please contact us with your questions and share your success stories.

Chris Merriman and Kay Barth

For information on upcoming Career Fairs please visit: http://www.umt.edu/career/CareerFairs/default.php