



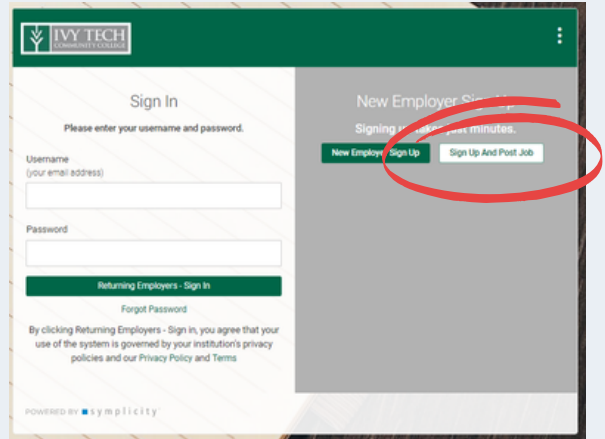
FOR EMPLOYERS

QUICKSTART GUIDE

CREATE YOUR ACCOUNT.

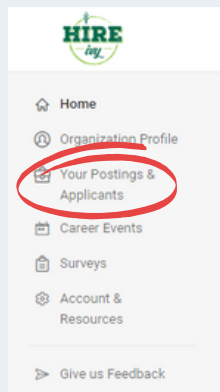
Creating your free account is easy - just go to the link below and click on "Sign Up and Post a Job". Accounts and job postings **require our approval**; this usually takes 24-48 hours, so doing this together will fast track your jobs to students and alumni.

[IVYTECH.EDU/HIREIVY/EMPLOYERS](https://ivytech.edu/hireivy/employers)



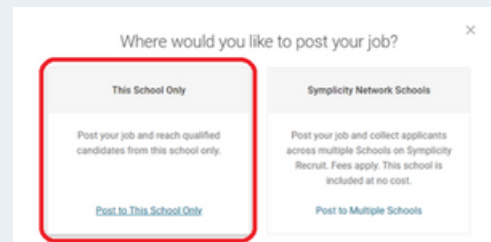
POST YOUR JOB OR INTERNSHIP.

HireIvy allows you to post full time, part time, temporary, and volunteer jobs, as well as work and learn opportunities like internships. Simply click on **Your Postings & Applicants** in the left menu of your homepage. You can access several popular services through this menu!



If you just want to post on HireIvy,

click **This School Only**. The other option will redirect you to Symplicity Recruit, a fee-based service.



GET ENGAGED WITH STUDENTS EARLY & OFTEN.

Once your account has been approved, you can register for upcoming career fairs and request additional engagement sessions like:

- Jobsite tours
- Job Shadows
- Informational Interviews
- Workshops
- Mock interviews
- Panel Q + A

TAKE ADVANTAGE OF ADDITIONAL BENEFITS.

HireIvy offers value-add resources and tools to help you grow your talent pipeline, like:

- Resource Toolkit
- Internships and Work and Learn Management
- Internship and Job Seeker Resume Book (access to view opt-in resume book from students currently looking for opportunities)

For technical support, contact hireivy@ivytech.edu.

