



GRADLEADERS
Careers

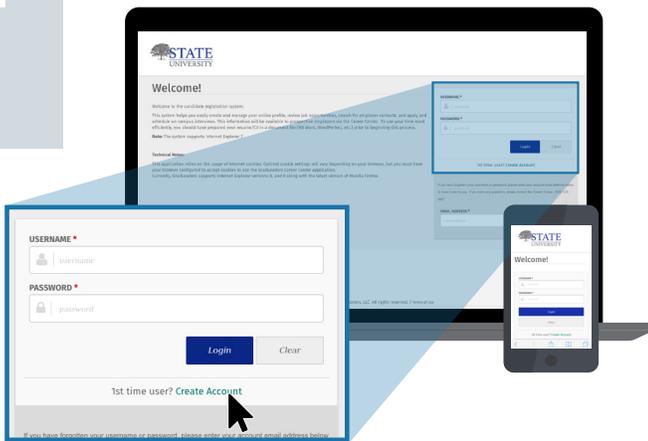


Jump Start Guide for Candidates

how to Register + Search for Jobs

1

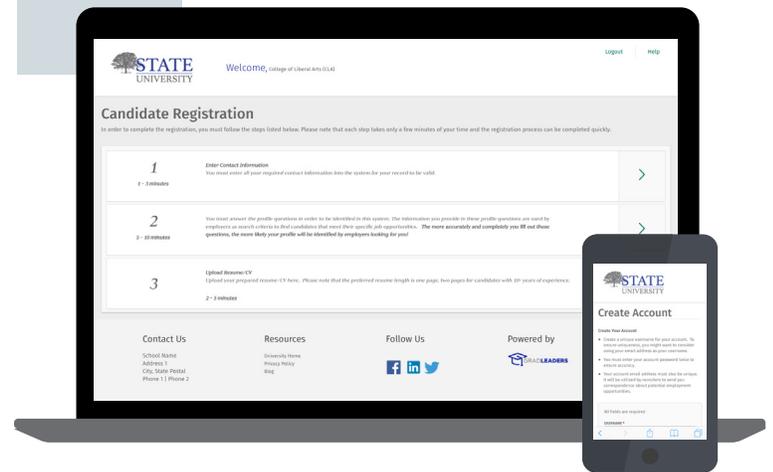
Visit your school's **Career Services Website**. **Sign in**, or select **Create Account** if you're a first time user.



2

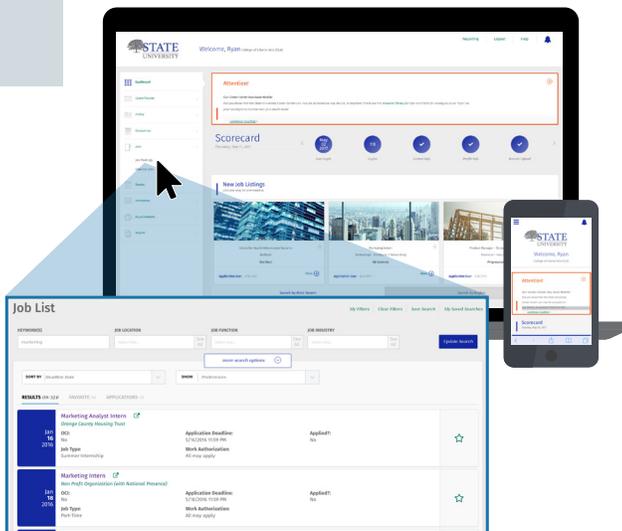
Complete the 3-step registration process to complete your profile:

1. **Enter Contact Information**
2. **Answer Profile Questions**
3. **Upload Resume/CV**



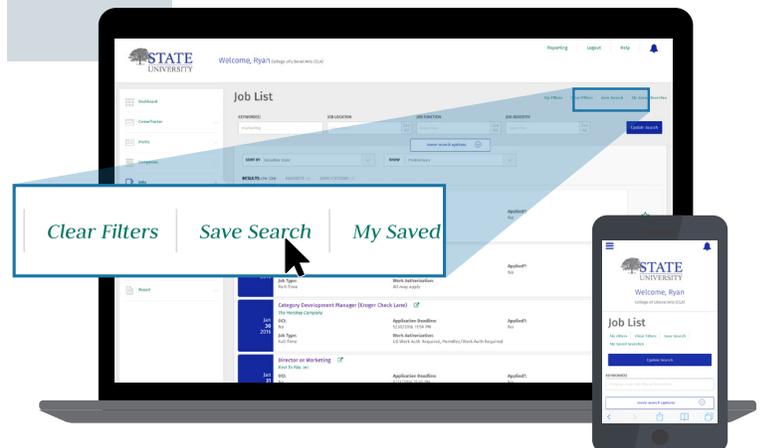
3

Start your job search from New Job Listings widget on the dashboard or, select **Jobs** → **Job Postings** from the menu. Then enter your search criteria and click **Update Search** to view jobs.



4

To get notified of new matching jobs posted to your school, select **Save Search** at the top of the job board screen and follow the prompts.



It's that easy!