



GRADLEADERS
Career Center

QuickStart Guide for Admins

Reporting Grapevine Job Offers

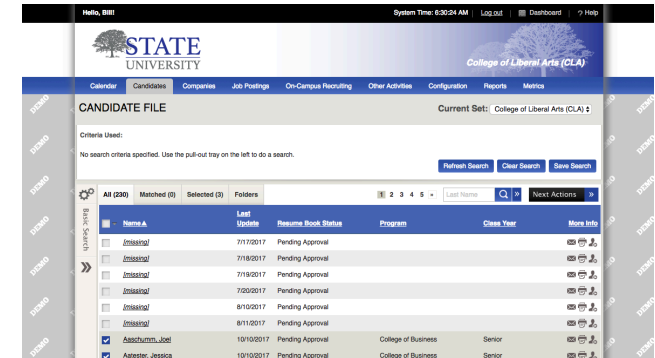
1

Go to your GradLeaders Career Center dashboard.



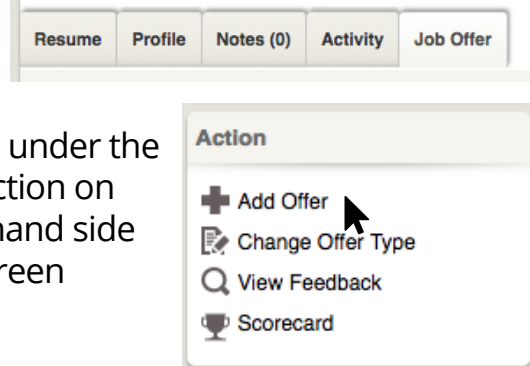
2

Select **Candidates** > **Candidate File** and click on any student name.



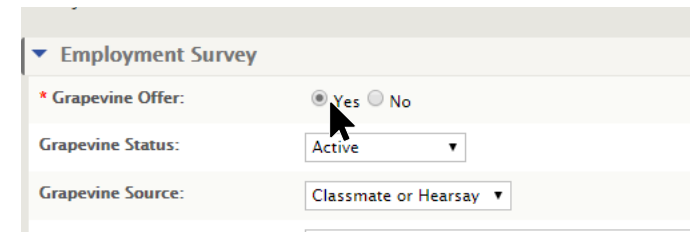
3

Select the **Job Offer** tab, then **Add Offer** under the **Action** section on the right-hand side of your screen



4

Follow the prompts to enter the offer, be sure to indicate **"Yes"** under **Internship Offer** > **Grapevine Offer** enter offer criteria and **Save**



 **It's that easy!**