



Employer Guide – How to Get Started

Access the following website:

<https://employer.gradleaders.com/Hollins/Employers/Login.aspx?jprid=5202>

1. **New Users – Registration:** If you are not a current user, please select **Create a New Account**. Follow prompts to create your profile.
2. **Existing Users:**
 - a. Enter your Username and Password.
 - b. Click on **Login**.

Update My Profile

- From the dashboard, select **View Profile** to edit your individual profile.
- You can edit the information by selecting **edit contact information** in the upper right hand corner. Click **Save** once you have updated your information.

Update Organization Profile

- From the dashboard, select **View Organization Profile & Contacts** in the Profile Information box.
- You can edit the information by selecting **edit Organization information** in the upper right hand corner. You can also change your organization by clicking **Change Organization** above the editable form.

To Create a New Job

- Select **Job Postings** on the menu bar at the top of the page.
- Select the **add icon** to add a job.
- Fill in the details of your available job and click **Save**.

Note: Please be sure to complete all portions of the form. The more information that you provide up front will encourage better matched candidates to apply.

To Make Changes to Current Jobs

- On the main Job Postings page, select the job that you would like to edit.
- Select edit job information in the right corner above the form to make any changes to the job. Click **Save** once you have made all of your changes.

Note: Here you can also view applicants, cancel or preview the postings and make a copy of the job.