Access Hire CALYou:

1. Go to www.calu.edu/careers and enter “Hire CALYou” in the search field. Click on the first link for Hire CALYou, then click on the link for Employers.

2. Enter your Username and password to log in or Register for a new account if you are new to the system.

**NOTE:** If you have posted positions to us within the past year, please use the 'forgot password' button and enter your work email to receive an access link to Hire CALYou via email recruit@calu.edu.

**NOTE:** You will need to complete your Profile before you are able to post positions

Complete Your Profile:

1. Click on the My Profile Tab. Click on and update your Personal Profile Tab. Make sure to click Save Changes and Continue.

2. Click on Organization Profile to complete your branding information visible to students.

To Post a Job: (jobs that are not being posted for on campus interviewing schedules)

1. Click on the Jobs tab at the top of the page.

2. Click on Job Postings (non OCR) tab and click on Add New. Complete the form and click Submit.

3. Manage your job postings and review resumes. See the Symplicity user guide in Document Library for more details.

On Campus Recruitment (Interviewing on campus)

1. Click on the On Campus Recruiting (OCR) Tab at the top of the page.

2. Click on the Schedules Tab and Request a Schedule. Complete the schedule request and click Submit. Your schedule will be sent to the Career Development Center for approval. You will receive an email upon approval.

3. Once your schedule has been approved, you can click on the schedule, attach your job description, modify schedule details, and edit timeslots.

4. OCR allows you a full range of service including: posting your positions, setting your screening criteria, reviewing resumes, inviting qualified applicants to interview, allowing students to sign up for your interviews and utilizing a conference room on campus for your interviews.

Find and Register for Events:

1. Click on the Events tab at the top of the page

2. Select the type of event you are interested in; Career Fairs, or Information Sessions (networking events, mock interviews, and other employer events).

3. Click on Register if you wish to attend.

Career Services ∙ Eberly 230 ∙ (724) 938-4413 ∙ www.calu.edu/careers ∙ recruit@calu.edu