



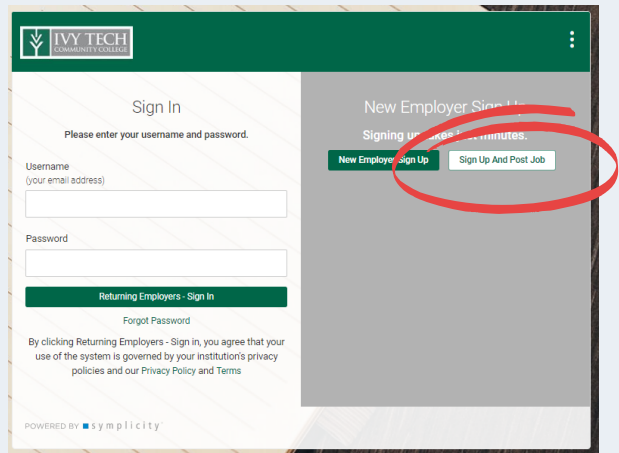
FOR EMPLOYERS

QUICKSTART GUIDE

Create your account.

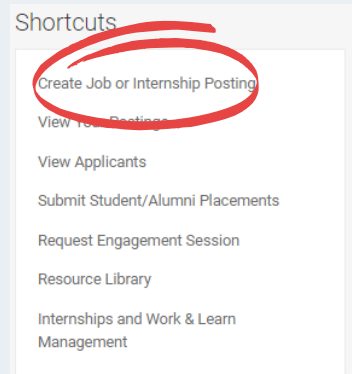
Creating your free account is easy - just go to the link below and click on "Sign Up and Post a Job". Accounts and job postings require approval; doing this together will fast track your jobs to students and alumni.

[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 "Create Job or Internship Posting" in the Shortcut menu on your homepage - it is on the right side. You can access several services through this menu!



Register for recruiting events.

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

- Industry tours
- Classroom visits
- Workshops
- Mock interviews
- Panel Q + A

Take advantage of additional benefits.

HireIvy offers tons of extras - including the following:

- Resource Library (How-to guides, videos, articles, and more)
- Internships and Work and Learn Management (time tracking, evaluations, learning objectives)
- Resume Books (access to opt-in resume books from students currently looking)

