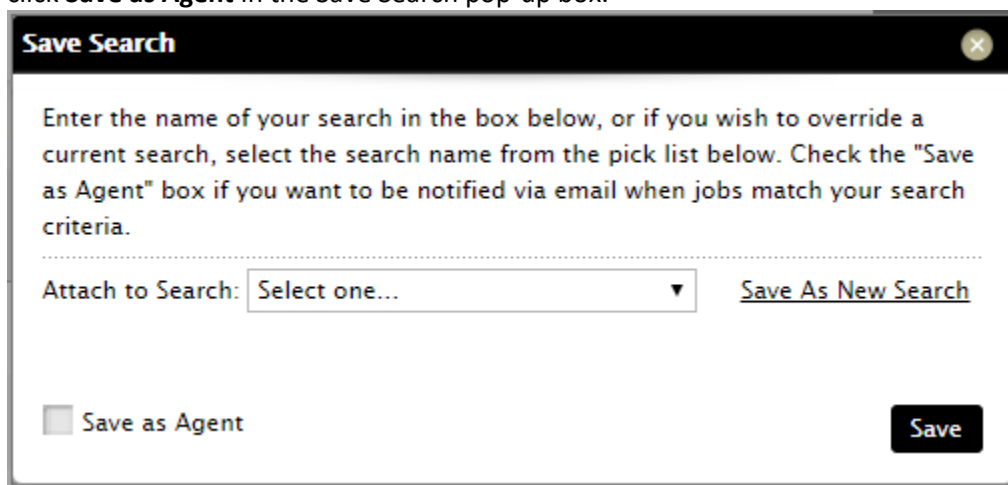


Faculty Guide: Navigating HireNKU

View companies/organizations, recruiters, job postings, company events (including career fairs), interviews, and workshops.

Searching for jobs:

- Log in at <https://inside.nku.edu/careerservices/hirenku.html> (the Faculty/Staff link) and your credentials:
 - NKU Username: _____ | HireNKU Password: _____
- Hover over **Job Postings** and click **Job File**
- You will now see all current jobs. **Note:** this includes **jobs that have not yet been approved** by Career Services and are not visible to students. Please be careful in sharing these with students.
- Searching within the Job File:
 - To see all Active jobs, click **Basic Search**, click **Job Status**, then check the **Active** box and click Search. Next, click **Expiration Date** to exclude active jobs with application deadlines in the past. The **Matched** tab will show you the active/current job postings. Save this search to re-run quickly next time.
 - Use the **Basic Search** and **Advanced Search** to filter by Job Type (full-time/degree-required, co-op/internship, etc.), Eligible Majors, Job Function, Company Industry, Required Work Authorization (US Citizen, F-1 Student Visa, etc.), and much more.
 - **Save Searches** to easily run them next time you log in. To have the system email you with new jobs, click **Save as Agent** in the Save Search pop-up box.



- To Export a list of jobs, select individual items (or click Select All) then click **Next Actions**, then **Export** to download a .csv file.
- Your search parameters and selections will remain until you click **Clear Search** or **Deselect All**.

Additional Search Functions:

Before sharing any information, please note the company and recruiter fields **Share Information with Students?** and only share details on organizations who have allowed sharing. **Note:** these searches will show all employers/recruiters, even those that have not yet been approved (**Pending** or **Modified**) and those that have been marked **Inactive**. Contact Career Services if you have any questions.

- Company List > Company File: Search companies/organizations by name, type (nonprofit, private, etc.), industry, region, etc.
- Company List > Recruiter File: Search for employer representatives using company search criteria, plus identify NKU alumni, primary contacts, etc.
- Events & Interviews > Events: See all upcoming career fairs (multi-company events) and single-company events (information sessions, info tables, etc.)
- Events & Interviews > Interviews: View upcoming on-campus interviews, as well as past on-campus interview activity
- Workshops: View upcoming (and past) workshops (events not linked to an employer)