

GradLeaders Instructions for On-Campus Employers

Page 4: How to create a job

Page 9: How to create a payroll authorization

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Creating your account

Read through the **Terms and Conditions**

Terms and Conditions

These Terms and Conditions govern the use by any Client of GradLeaders ("Client") and each of its employees, agents, affiliates and representatives of the Corporate Partner system database and any other information pertaining thereto (collectively, the "Database") provided by GradLeaders, LLC ("GradLeaders").

Member Account, Password and Security

Client will receive a password and account designation upon purchase of access to the Database. Client is responsible for maintaining the confidentiality of the password and account, and is fully responsible for all activities that occur under its password or account. Client agrees to immediately notify GradLeaders of any unauthorized use of its password or account or any other breach of security, and will ensure that it exits from its account at the end of each session. GradLeaders cannot and will not be liable for any loss or damage arising from Client's failure to comply with this provision.

Representations and Warranties

Client represents and warrants to GradLeaders that (i) it has full legal right, power and authority to agree to these Terms and Conditions and carry out the transactions contemplated hereby; and (ii) these Terms and Conditions have been reviewed by Client and are the lawful, valid and legally binding obligation of Client, enforceable in accordance with its terms.

Other Conduct

Client agrees to abide by the following rules for use of the Database.

- Client may not resell, redistribute, repost, or place on any job board, resume bank, or network, or in any database shared by third parties, any resume found on the Database, or charge third parties for access to the Database.
- The Database is to be accessed and used solely by Client and those within Client authorized to engage in direct employment recruitment on behalf of Client and who are registered to use and access the Database.
- The Database may be used solely for lawful purposes, and may not be used in such a manner as to violate any applicable law.
- The Database may not be used for the purposes of destroying, disrupting or interrupting any software, hardware or any part of the Internet, with respect to GradLeaders or any other party, including denial of service attacks, imposition of an unreasonable or disproportionately large load on infrastructure, or virus dissemination.
- Client may not use any robot, spider or other automated device to monitor or copy the web pages of the Database or any information provided on the Database without the express written permission of GradLeaders.

Future Use Of The Database

GradLeaders reserves the right to modify any features of the Database at any time without advance notice. In the event either Client or GradLeaders terminate any related Agreement between them for any reason, Client remains liable for any fees incurred before such termination is effective. GradLeaders MAY, IN ITS SOLE DISCRETION, TERMINATE OR SUSPEND ACCESS TO ALL OR PART OF THIS DATABASE FOR CLIENT'S FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS.

Click the box stating you have read the Terms & Conditions & click
Continue

Indemnity

Client agrees to indemnify and hold harmless GradLeaders, its affiliates, successors, advisors and licensors, and their respective directors, officers, managers, members, shareholders, employees and agents, from and against all losses, expenses, damages and costs, including reasonable attorneys' fees, resulting from its violation of these Terms and Conditions, or the failure to fulfill any obligations relating to its account incurred by Client or any other person using Client's account, or for any third party claims arising as a result of Client's use of the Database or reliance upon any information found on the Database. GradLeaders reserves the right to take over the exclusive defense of any claim for which GradLeaders is entitled to indemnification under this Section. In such event, Client shall provide GradLeaders with such cooperation as is reasonably requested by GradLeaders.

Governing Law

These Terms and Conditions shall be governed by and construed under the laws of the State of Ohio, without regard to its conflicts of laws principles. Except as set forth in the "Equitable Relief" provision of these Terms and Conditions, the sole jurisdiction and venue of any action related to these Terms and Conditions shall be the Ohio state courts and the United States federal courts in Franklin County, Ohio, and Client agrees to submit to personal and exclusive jurisdiction of these courts.

General Provisions

All the terms of these Terms and Conditions shall apply to and bind the assignees and successors in interest of Client and GradLeaders. These Terms and Conditions are not assignable by Client without GradLeaders's prior written consent. The waiver by GradLeaders of any breach or default shall not be deemed to be a waiver of any later breach or default. The exercise or failure to exercise any remedy shall not preclude the exercise of that remedy at another time or of any other remedy at any time. If any provision or portion of these Terms and Conditions is held to be invalid or unenforceable, the other provisions and portions shall not be affected. The headings are used for the convenience of the parties only and shall not affect the construction or interpretation of these Terms and Conditions

Yes, I have read and agree to the terms and conditions of the above user agreement

Continue Cancel

Type in your department's name and click *Find*.
(You may not be prompted for this step if you are already added as a contact for your department)

Select Company

Select Your Company:
Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

Company Name

Starts with Contains

Find

Cancel

Fill in Company Contact Form

Employer - Company Contact Form

Company Name *

Company Description

Start writing...

Industry *
Select 1.

Category

Fill in point of contact (POC) information

Company - Contact Contact Detail Form

Company Name
Candy Store - Test Company

Salutation
- Select -

Middle Initial

Preferred Name

Department

Address Line 2

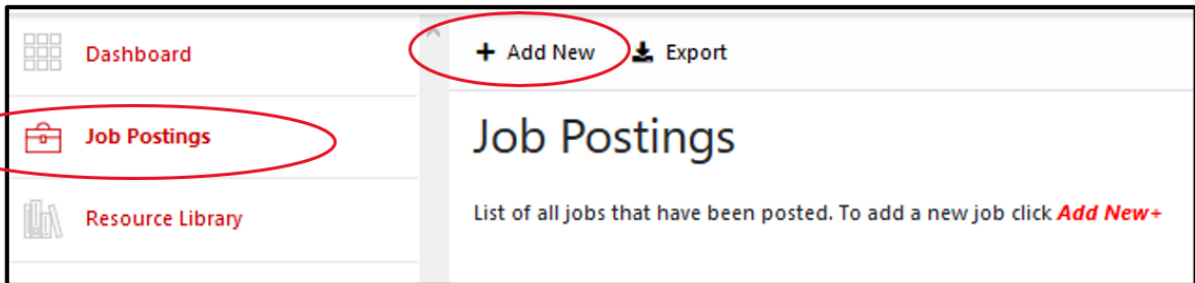
City *

Click *Save* at bottom of page



Creating a Job in GradLeaders:

Click **Job Postings** → Click **Add New**



This is where you create your job; it is important to fill in as much information as possible or your job may not be approved.

The screenshot shows the 'Job Posting' creation form. The title 'Job Posting' is at the top. Below it is a subtitle: 'Enter information regarding this job in the fields below. Required fields are indicated by an asterisk (*)'.

The first section is titled 'POSITION INFORMATION' and is circled in red. It contains the following fields:

- Department Name:** A text input field containing 'Candy Store - Test Company'.
- Department Description:** A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), list (bulleted and numbered), link, unlink, and help. The text area contains 'Test description'.

At the bottom left of the form, there is a small icon and the text 'div br'.

Job Title *	Clerk	No. of Openings	1
Work Schedule	M-F 8:00am - 4:30pm	Hours per Week	15-20
Wage/Salary	\$13.00	Employment Start Date	ASAP

Job Description *

A T | B I U | | | | |

Type job descriptions here

div span


Qualifications

A T | B I U | | | | |

Type qualifications here

div span

Fill in Contact Information

CONTACT INFORMATION	
Share Contact Information?  Do you want to share contact information below with candidates?	Title
<input type="text" value="No"/>	<input type="text" value="Office Support Specialist"/>
Name	Address Line 1
<input type="text"/>	<input type="text" value="1 Hairpin Dr"/>
Address Line 2	City
<input type="text"/>	<input type="text" value="Edwardsville"/>
State	Country
<input type="text" value="- Select -"/>	<input type="text" value="United States"/>
Zip Code	Email Address
<input type="text"/>	<input type="text"/>
Phone Number	
<input type="text" value="618-650-2563"/>	

You have 2 choices for *Job Application Method*

- 1. Apply through GradLeaders:** This method allows students to apply via GradLeaders & the employer can log in to see applicants resumes.
(You can choose how often GradLeaders notifies you of applicants)

APPLICATION DETAILS	
Application Deadline Date *	Job Application Method *
<input type="text" value="5/18/2023"/> <input type="text" value="11"/> : <input type="text" value="59"/> <input type="text" value="PM"/>	<input type="text" value="Apply through GradLeaders"/>
Delivery Of Job Posting Applications *	Cover Letter
<input type="text" value="- Select -"/> <input type="text" value="- Select -"/> Do Not send via email Send via email daily Send via email weekly Send via email upon expiration	<input type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> No Cover Letter
	Additional Application Document Description *
	<input type="text"/>

- 2. Email:** Allows students to email you their resume directly *(They cannot see this email address, they do not know where their applications are going)*

Application Deadline Date *	Job Application Method *
<input type="text" value="5/18/2023"/> <input type="text" value="11"/> : <input type="text" value="59"/> <input type="text" value="PM"/>	<input type="text" value="Email"/>
Application Email Address *	Cover Letter
<input type="text"/>	<input type="radio"/> Required <input type="radio"/> Optional <input type="radio"/> No Cover Letter
Additional Application Document Required? * Example: Student Schedule	Additional Application Document Description *
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

***Note: By default, GradLeaders already asks students to upload their resume when they apply to your job. You have the option to ask for an additional document to be uploaded (e.g., class schedule, certifications, transcripts)**

Click *Save*

APPLICATION DETAILS

Application Deadline Date *
5/18/2023 11:59 PM

Job Application Method *
Apply through GradLeaders

Delivery Of Job Posting Applications *
Do Not send via email

Cover Letter
 Required Optional No Cover Letter

Additional Application Document Required? *
Example: Student Schedule
 Yes No

Click: 'Save' to commit changes: **Save** Cancel

Note: The **minimum** amount of time you can post your job on GradLeaders is **3 days*

When in the job you have created you have the option to:

- Edit job (*all edits will come to our office for approval*)
- View applicants (*see below for the best way to view applicants*)
- Expire job
- Refresh job
- Copy job posting (*This will duplicate your job & repost it, with approval*)
- Cancel job

« Back Edit Applicants Expire Refresh Copy Cancel

#27190153 - Clerk

Managing your job posting:

- Click on the icons above to expire, refresh or delete your job.
- To view candidates who have applied, click on the View *Applicants icon* above.
- Your job posting activity is listed below.
- Click the edit icon to make changes to the job details.

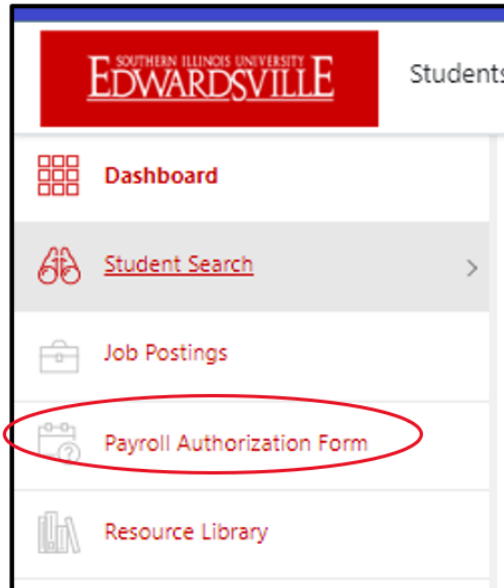
Once created, you will see your job is in a **pending** status, this will change to **active** once we have reviewed and approved it. You will be notified via email if your job is approved or needs modification.

**Please add our email to your saved contacts to avoid it going to your spam folder.*

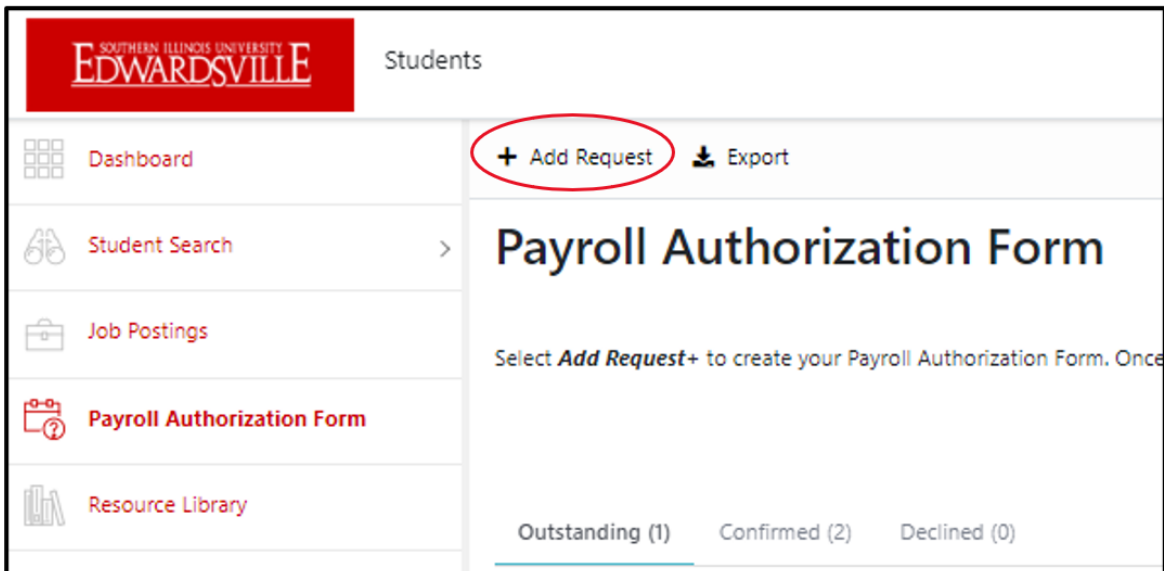
The screenshot shows a job listing interface. At the top, there are three tabs: 'All (1)', 'Current (1)', and 'Past (0)'. Below the tabs is a job listing card for a 'Clerk' position. The card displays the following information: 'Posted Date: Feb 17, 2023', 'Status: Pending' (with 'Pending' in a yellow box and circled in red), 'Applicant(s): 0', and 'Application Deadline Date: 5/18/2023 11:59 PM'. At the bottom of the card, there are two icons: a refresh icon labeled 'Refresh' and a copy icon labeled 'Copy'.

How to Create a Payroll Authorization in GradLeaders

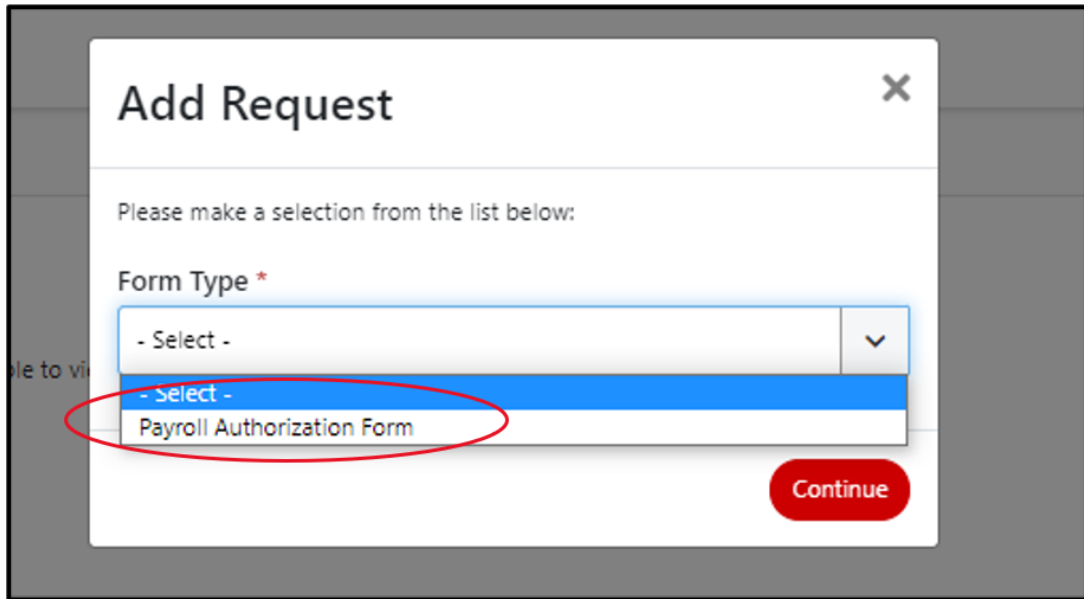
Click **Payroll Authorization Form**



Click **Add Request**

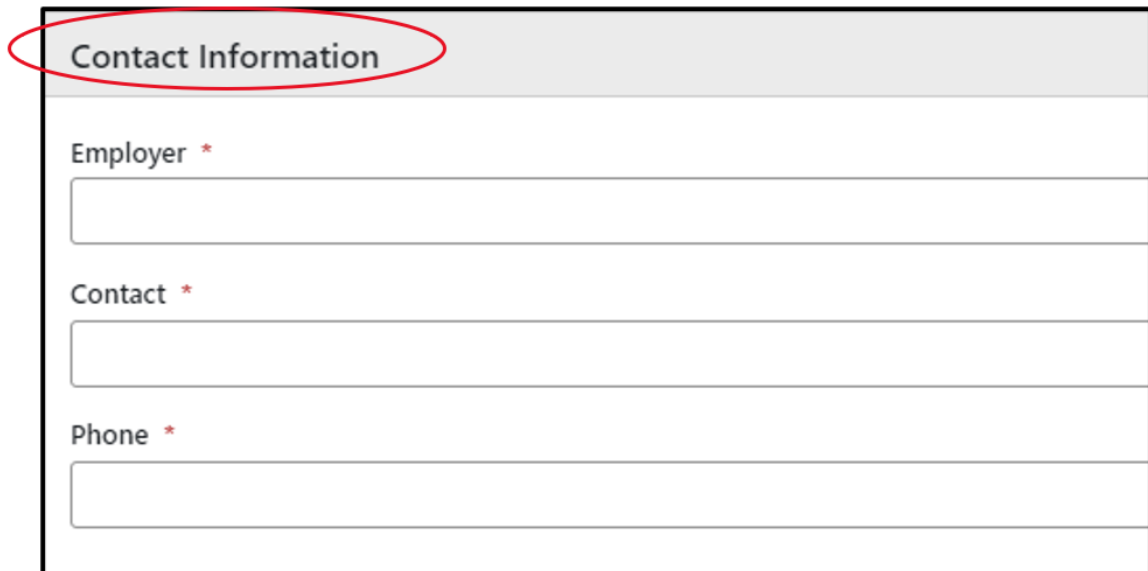


Choose **Payroll Authorization Form** from the drop-down menu



The screenshot shows a modal window titled "Add Request" with a close button (X) in the top right corner. Below the title, it says "Please make a selection from the list below:". The main field is labeled "Form Type *" and contains a dropdown menu. The dropdown menu is open, showing three options: "- Select -", "- select -", and "Payroll Authorization Form". The "Payroll Authorization Form" option is highlighted in blue and circled in red. A red "Continue" button is located at the bottom right of the modal.

Fill entire form to completion



The screenshot shows a form section titled "Contact Information", which is circled in red. Below the title, there are three required fields, each with a red asterisk: "Employer *", "Contact *", and "Phone *". Each field is represented by a white rectangular input box with a thin border.

Job Information

Job Title *

Job Category *

Hire Information

Student Name *

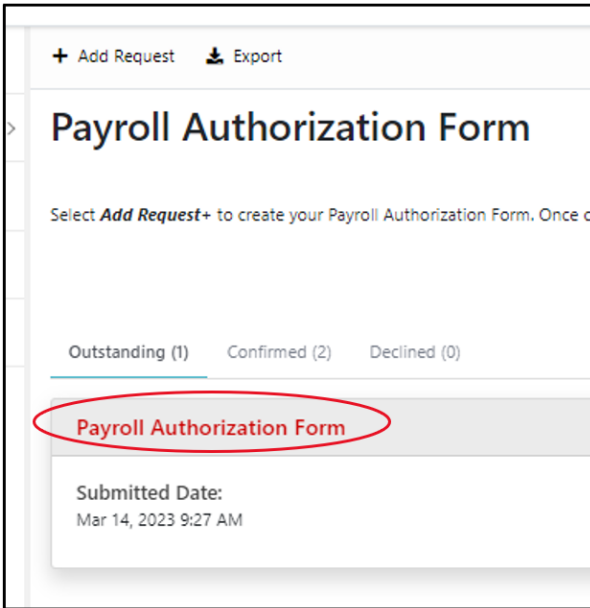
Hours per Week *

Wage/Salary *

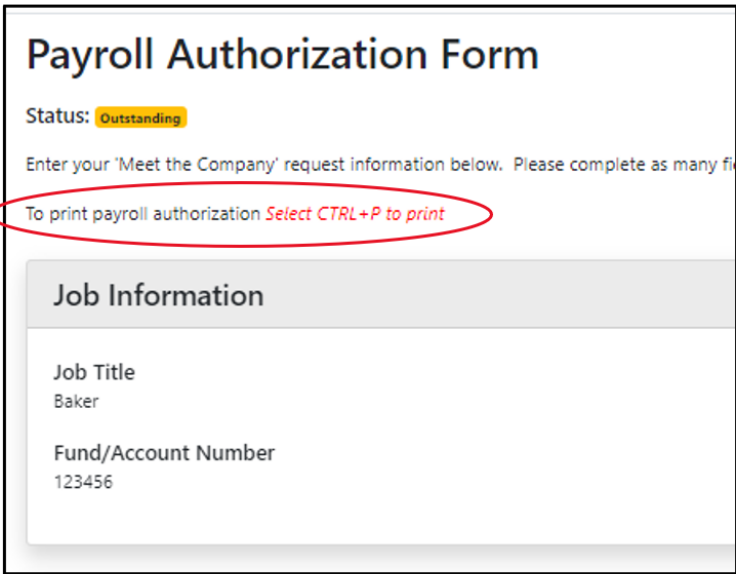
Click **Submit**

Submit Cancel

Re-open the payroll authorization you just created

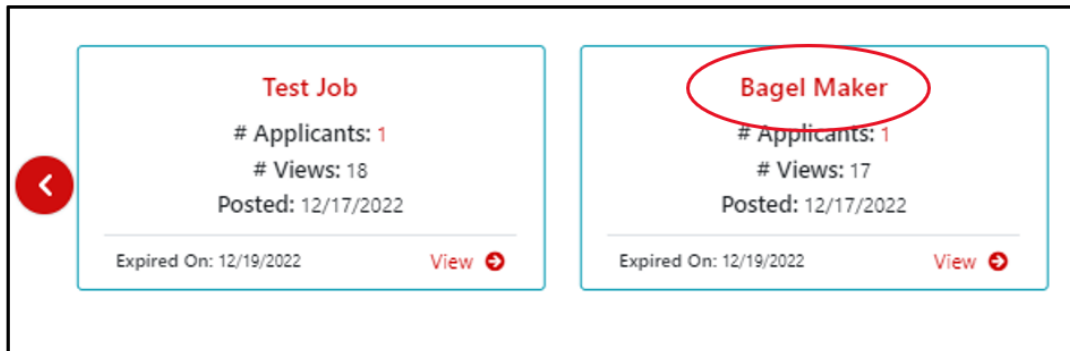


Select **Ctrl + P** to print form



Sorting Through Applicants

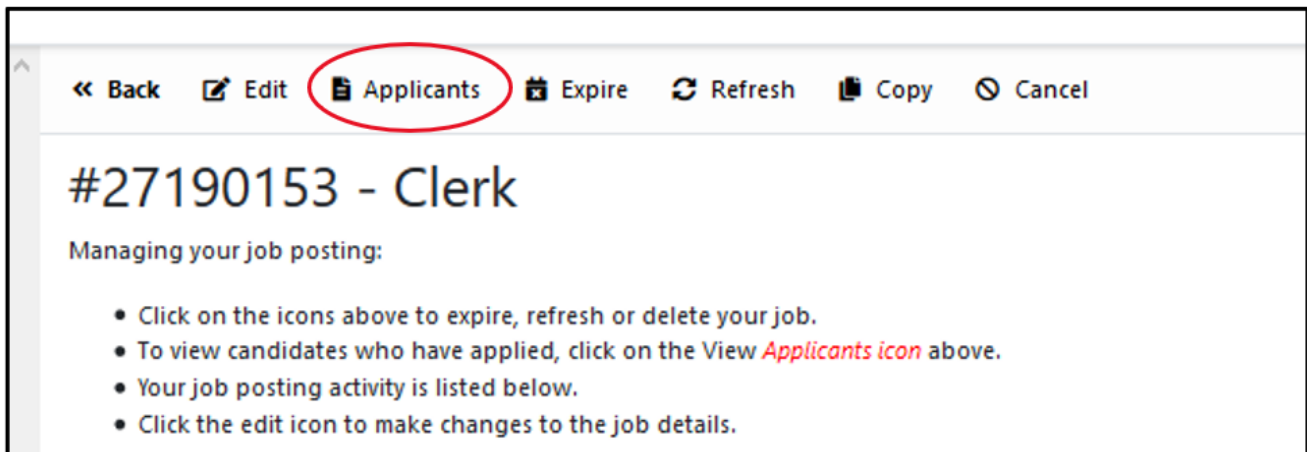
Open the job you want to look at



Test Job
Applicants: 1
Views: 18
Posted: 12/17/2022
Expired On: 12/19/2022 View

Bagel Maker
Applicants: 1
Views: 17
Posted: 12/17/2022
Expired On: 12/19/2022 View

Click on *applicants*



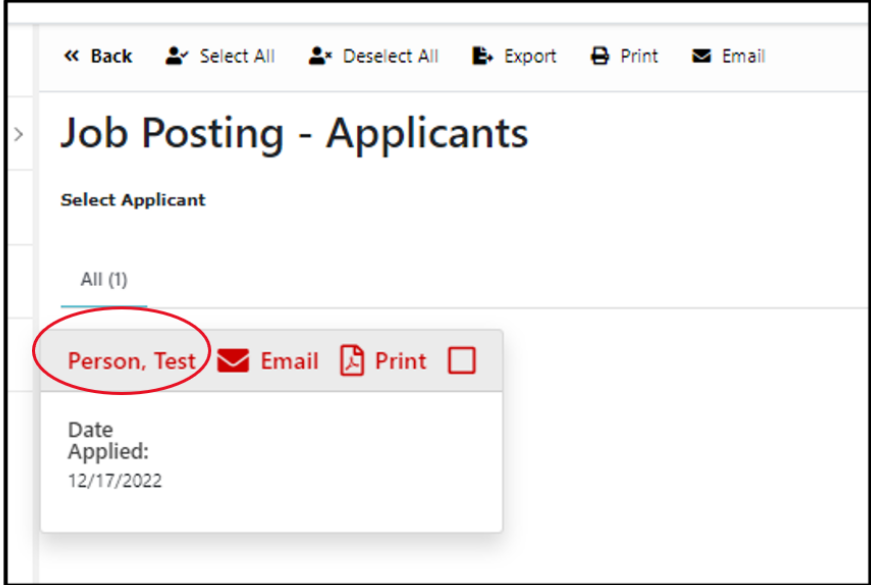
<< Back Edit Applicants Expire Refresh Copy Cancel

#27190153 - Clerk

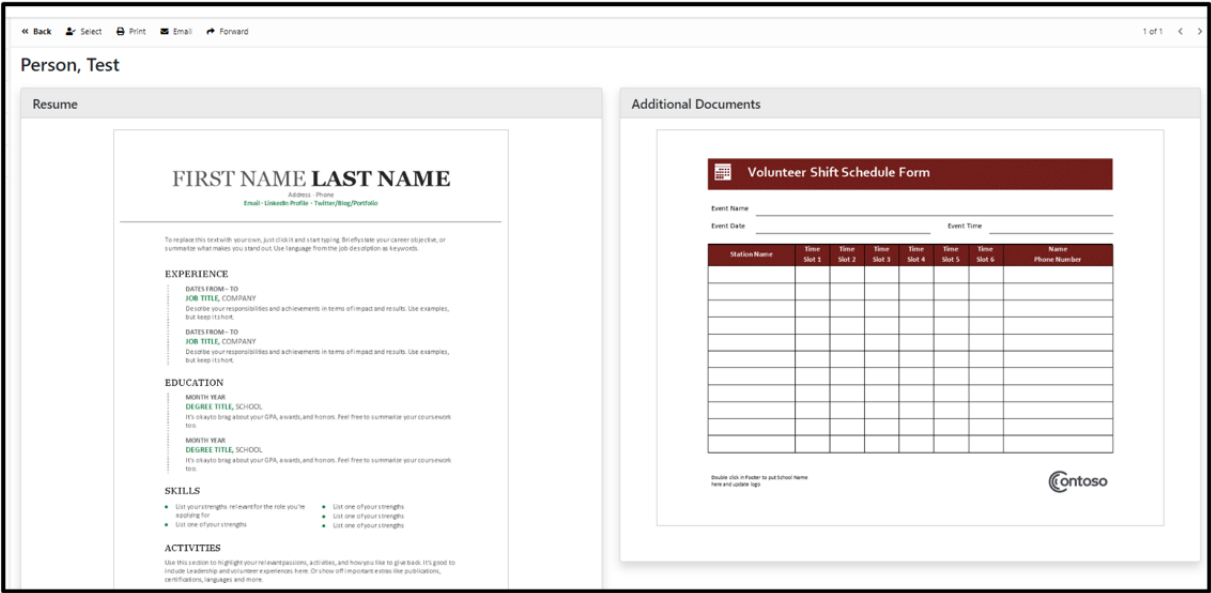
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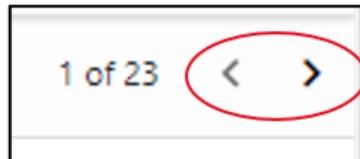
Click on the 1st applicants profile to open it



This gives you a snapshot of their resume & schedule (if requested)



Cycle through applicants using the arrow keys in the upper right corner

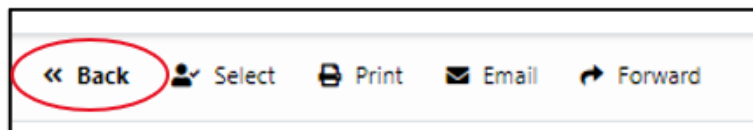


As you click through them, you can select students resumes that you want to come back to



**You can also email the student directly from GradLeaders or forward their resume to a coworker via the above options*

When you are finished selecting applicants, click **back** to return to the applicant screen



As you can see, the applicants I selected are saved & I have multiple options:

1. **Export** selected students to a CSV file

2. **Print** students' applications

3. **Email** selected students

The screenshot displays a web interface for managing job applicants. At the top, there is a navigation bar with the following options: < Back, Select All, Deselect All, Export, Print, and Email. The main heading is "Job Posting - Applicants". Below this, there is a "Select Applicant" section with a filter for "All (38)". The applicant list is organized into two columns. Each applicant entry includes a name, a "Date Applied" field, and "Email" and "Print" action buttons. Red circles highlight the "Export", "Print", and "Email" buttons in the top navigation bar, and the selection checkboxes for four applicants: Acharya, Bijaya; Anjeja, Gaurav; Bista, Khem; and Solanapu, Venkatesh. The checkboxes for the first three applicants are checked, while the checkbox for Solanapu, Venkatesh is unchecked.

Name	Date Applied	Selected	Actions
Acharya, Bijaya	3/6/2023	<input checked="" type="checkbox"/>	Email, Print
Anjeja, Gaurav	3/3/2023	<input checked="" type="checkbox"/>	Email, Print
Bista, Khem	3/2/2023	<input checked="" type="checkbox"/>	Email, Print
Solanapu, Venkatesh	3/3/2023	<input type="checkbox"/>	Email, Print