

We appreciate your interest in recruiting Oral Roberts University students and alumni. Our recruitment and job posting services now include cooperative on-line resources provided through our Golden Hire Network.

**If you have already registered online** for the ORU Golden Hire Network in the past then your account has been transferred to our new cutting-edge system (*launched June 2008*) and you should have been sent an automated e-mail with your log-in and new password. You may now access the database by following these steps:

1. Go to **www.orugoldenhire.com**
2. Click on the Employers link.
3. Click on the **ORU Golden Hire (ORU Job Database)** link towards the middle and center of the screen or on the left navigation bar. This will take you to the brand new cutting-edge ORU Golden Hire Network.
4. Enter your log-in (*your e-mail address used in the old system*) and password for access to the **ORU Golden Hire Network**.

**If you were not a part of our old system**, then you will need to register by following the above listed steps #'s 1-3 as well as one additional step:

5. Employers will need to click the Register Tab and complete the required fields.
- We do request that your log-in be an e-mail address that you are not likely to forget and tend to check and use regularly.
  - Once approved by our office, you will receive an e-mail notification confirming your Access ID and informing you of your Password. Information regarding changing your password is identified under Account Set-Up.

After a successful registration and approval we request that you take a few minutes to input information for the following areas as indicated by the tabs:

## ACCOUNT SET-UP

1. **Personal Profile** – This includes your name, title, contact phone numbers, and address. You are welcome to change and update this information, however since your e-mail is also your log-in please contact ORU Career Services at 918.495.6912 or [careers@oru.edu](mailto:careers@oru.edu) for assistance making this change.
  2. **Professional Network** – Completing the information in this section will allow employers to act as mentors for students and alumni and/or as career advisors.
- Selecting the “active” option will post your profile on the student interface where students/alumni can browse professional network members, but can be turned on or off at anytime to meet with your individual scheduling needs and/or busy season requirements.
  - You may also choose how students may contact you by e-mail or by phone or by holding the control key you can select both options.

- Please fill out as many of the information fields as possible to help ensure that your expertise can be utilized to its highest potential by our students and alumni.
  - Toward the bottom of the information fields is an option to let us know if you would be available to participate in **Mock Interviews, Résumé Reviews** and other **on-campus events**, please check all boxes that would interest you. Often these events give you first access to some of our best and most self-starting individuals.
3. **Change Password** – We do recommend that all registered employers change their passwords once you have been approved to use the system. This Tab facilitates that process very quickly and efficiently. Should you lose or forget your password please contact ORU Career Services at 918.495.6912 or by e-mail at careers@oru.edu for assistance.
  4. **Activity Summary** – This section allows you to track your account activities during the course of the last few days, weeks, months or year including student reviews and requests made to ORU Career Services.

## PROFILE

The profile tab allows company specific information to be posted including company industry, size, an overview, Web site information, company culture how many new hires you expect to make, a place to upload your company logo and various other options for students and alumni to review. If you have used NACELINK (*our system provider*) with another university you may use the Auto-Fill option to automatically upload your information into these sections.

## JOB POSTINGS

### 1. Posting a Job - *Add a New Job*

- Clicking on this Tab will allow you to view all current and previous job postings as well as add additional postings utilizing the **Add New** button at the bottom of the screen.
  - If you are re-posting a previously posted position just click on the **Add New** button and then use the **Copy Exiting** feature. (*Don't forget to remove the word "copy" from the title before you repost the job.*)
  - **Résumé Receipt** – By choosing to receive résumés by e-mail, students' résumés will be sent to you as they are submitted. In choosing the "accumulate online" option you will now receive all résumés submitted from the ORU Career Services Department in one bundle according to the due date you select. Should you choose the "other" option you may specify a mailing address or fax number for students to use in submitting their résumés.
  - Once you have completed all the required fields and click on Submit your job posting will be sent to ORU Career Services for approval and subsequent posting on the Golden Hire Network online job database.
2. **Student Résumés** – If you selected "the accumulate online" option in the job posting section then the résumés submitted by students and alumni will compile under this tab for your review.
    - Once students/alumni résumés show up in this section you will have the option of having them contacted through the system by selecting the "Mail to Checked" option and sending out an e-mail of correspondence for finding out additional information, setting up an interview time, or giving them further background about your company and position offering.
    - You may also have the information transferred to an excel document by utilizing that batch option.

- The third option is to generate a résumé book which will include all selected documents and compile them into an information packet that can be downloaded from your home page.
3. **Résumé Books** – these packets are generated by ORU Career Services for employers to browse submitted student and alumni résumés based on some common denominator such as major, graduation year, industry of interest or any requested search option. This is the only other way for employers to view posted résumés from ORU students and alumni. The résumés in this section tend to be a bit more general as students and alumni are only allowed to select one résumé as their default document for inclusion into the résumé books. More tailored and customized résumés are quite often available from either ORU Career Services or from the students or alumni themselves upon request. Clicking on already existing resume books will allow employers the option of conducting basic and advanced searches through the books based on majors, graduation date, keywords and more.

## **CALENDAR**

This tracks all upcoming ORU events in which employers may be interested in attending. It also tracks individual employer events as posted by the employer or by ORU Career Services.

**Additional services are available to employers including two Career Expos per academic year, On-Campus Interviewing, Table Recruitment, Mock Interviewing opportunities, and several others.**

## **QUESTIONS?**

Call Career Services at 918.495.6912 or send e-mails to [careers@oru.edu](mailto:careers@oru.edu)

*Thanks again for your interest in recruiting ORU students!*

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