Welcome to the HGSE Hub! The Hub provides a trusted connection with our community to enable direct engagement and flexibility in your recruiting efforts with our students.

I. Resetting Passwords and Completing Your Profile

If you forget your password, go to the log-in page (https://communities.gse.harvard.edu/hgsehub) and click the Forgot Your Password link. Enter the email address you used to create your account and a reset password email will be sent to you. If you aren’t sure which email address we have for you in our system, please contact us at 617-495-3427 or cso@gse.harvard.edu.

Please complete your profile to be most helpful to students.

We suggest completing the title, company name, phone, and LinkedIn profile link fields. Some of the fields are just for students (e.g. primary industry interest). Hover over the hints (small gray circles) to see if a field pertains to you.
II. Posting Jobs

**Step 1:**

Log into HGSE Hub and click the tab “Careers” then “Job Board”

**Step 2:**

To post a job, please select “Submit Job Post”
Step 3:

In Description, provide job description, qualifications, and any other information about the role/organization.

Step 4:

Please provide application instructions including deadline to apply and application link (if applicable).

Include http:// in official application link

Please set when you want the job to be live and when you want it to be archived.
Step 5:

III. Connecting With Students

Find Your Next Connection! You can search for students in the “Community” section by name, state, industry, etc. Details below:

You can also search by keywords. Please click the search icon in the upper right corner and enter relevant terms (e.g. educational media or curriculum development). This will search what students entered in their profile career summary.

Once you have completed the form, please select “OK” and you’ll then be able to upload a document (e.g. job description) and image if desired.

On the next screen, to upload files, please select “Upload Files” under the Attachments section.

Go to the “Community” tab and select “Members” to find students interested in your sector and/or roles, please choose a category from the drop-down filters.

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To contact a community member, you may send them a direct message by clicking the “Message” button on their profile. You can also follow them by selecting the “Follow” button.

To view messages that members send you, please scroll down and go to the “Recent Messages” section of your Hub homepage or select “My Messages” from your profile icon drop down list.

Another way to find students is by joining groups that have been formed on the Hub. There will be groups geared toward specific industry sectors. Public groups are accessible by everyone; private groups are by invitation only. Within most groups, you can post discussion items, documents, questions, or even simple surveys. Groups also serve as an effective way to share links to external sites and resources.

IV. Creating Events

Using our Events feature, you may request networking and/or recruiting events for students. To begin, please go to the “News and Events” tab and select “Events” from the drop-down list. Once there, please select the red “New Event” button.

After you submit an event proposal, Career Services will review your event. If approved, you will have full ownership to directly manage and coordinate the event. If you are coordinating an event on campus, Career Services can help you reserve a space.
Please include:

- Descriptive title
- Date, Time, and Location

Please include details about the event, contact information for event organizer, and RSVP instructions.

While this is optional, you can opt for students to RSVP directly in the Hub. Please note that you will only be able to view numbers, not student names/emails. You can obtain names/emails by contacting Career Services and requesting that information. If you would like students to RSVP via the Hub, select the check box and put in the number 1 in the “Show RSVP counter...” field.

Students also have the options of submitting questions about your event. To view the questions, please go to the event listing and you’ll see the feed on the right side of the page. You’ll also be notified by email when a question is submitted.
V. Asking Questions and Getting Help

If you have any questions or problems you need assistance with, you can submit a case via the Ask GSE link on the navigation bar. This link takes you to the case submission form where you can fill out the Topic, Subject and Description of your case. The case will be routed to the appropriate contact who will provide timely assistance with your inquiry.

If you have any questions about the above content, please contact the Career Services Office! We can be reached at 617-495-3427 or you can submit a question through the Ask HGSE feature. Thank you, and welcome to the Hub!