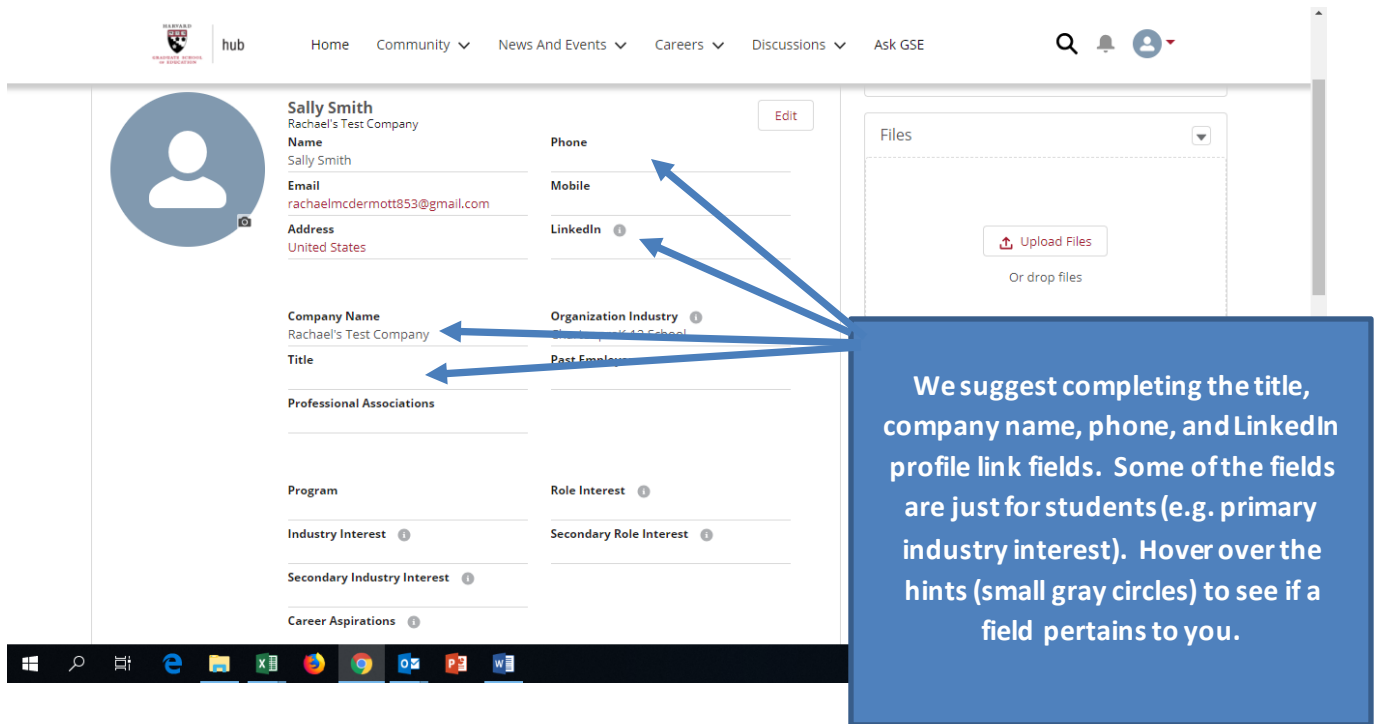
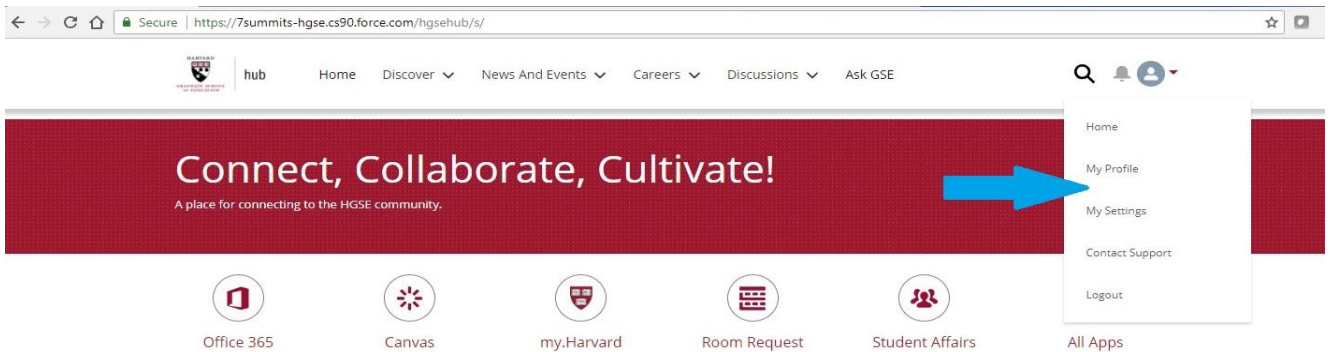


Welcome to the HGSE Hub! The Hub provides a trusted connection with our community to enable direct engagement and flexibility in your recruiting efforts with our students.

I. Resetting Passwords and Completing Your Profile

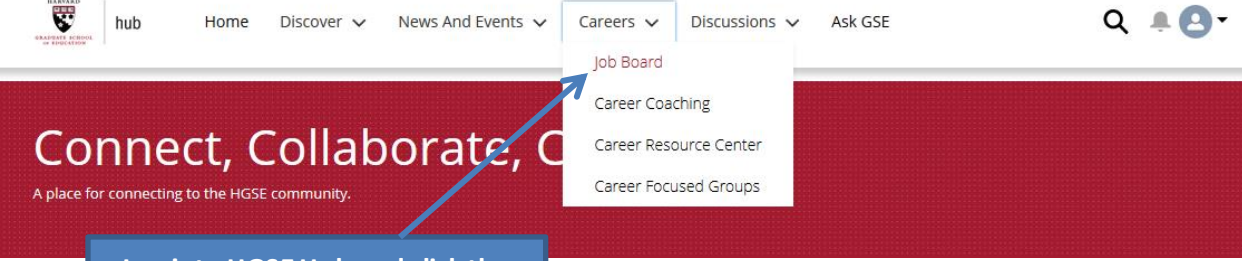
If you forget your password, go to the [log-in page \(https://communities.gse.harvard.edu/hgsehub\)](https://communities.gse.harvard.edu/hgsehub) and click the *Forgot Your Password* link. Enter the email address you used to create your account and a reset password email will be sent to you. If you aren't 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.



II. Posting Jobs

Step 1:



The screenshot shows the top navigation bar of the HGSE Hub. The 'Careers' dropdown menu is open, and the 'Job Board' option is highlighted with a blue arrow. The main banner below the navigation bar reads 'Connect, Collaborate, C...' and 'A place for connecting to the HGSE community.'

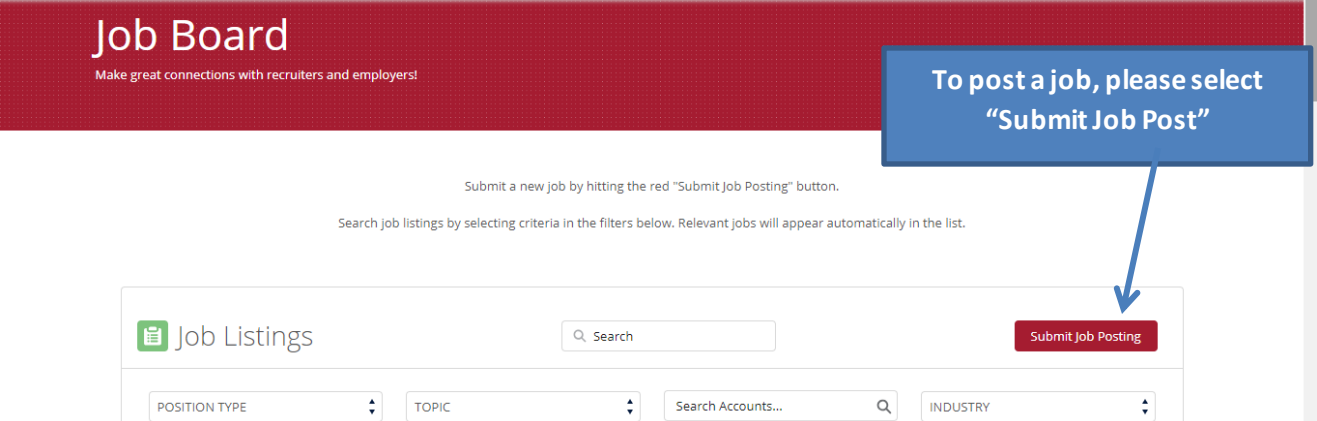
hub Home Discover News And Events Careers Discussions Ask GSE

- Job Board
- Career Coaching
- Career Resource Center
- Career Focused Groups

Connect, Collaborate, C
A place for connecting to the HGSE community.

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

Step 2:



The screenshot shows the 'Job Board' page. The main heading is 'Job Board' with the subtitle 'Make great connections with recruiters and employers!'. Below the heading, there is a red button labeled 'Submit Job Posting'. A blue arrow points to this button from a blue callout box. The page also features a search bar and several filter dropdowns.

Job Board
Make great connections with recruiters and employers!

Submit a new job by hitting the red "Submit Job Posting" button.
Search job listings by selecting criteria in the filters below. Relevant jobs will appear automatically in the list.

To post a job, please select "Submit Job Post"

Job Listings Search

POSITION TYPE TOPIC Search Accounts... INDUSTRY

Step 3:

SUBMIT JOB POSTING

*JOB TITLE
Curriculum Developer

* Type: Full Time Job * Function: Curriculum Designer Salary Range:

* CITY: Boston * State: Massachusetts * Country: United States of America

DESCRIPTION

Job description goes here.

HOW TO APPLY/APPLICATION INSTRUCTIONS

Submit resume and cover letter by August 25 at the link provided.

OFFICIAL APPLICATION LINK

SCHEDULE PUBLICATION
Pending approval, please indicate when you would like this job posted (j)

ARCHIVE PUBLICATION
Archive Job Posting on future designated day and time:

TOPICS
Add Topics..

To create job postings that are enticing to HGSE students, be sure to:

1. Show how the role contributes to your organization's goals
2. State the role's key responsibilities and qualifications
3. Include the position's department and reporting structure
4. Define key deliverables
5. Provide a brief description of the role, which could include short and long term goals and awards
6. Include salary range

Once you hit OK, you will receive an email with your organization's practices, please visit the link for tips and information

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

Please include:

- Job Title
- Type (full time, internship, etc.)
- Function
- Salary (if desired)
- City. State. Country

Step 4:

HOW TO APPLY/APPLICATION INSTRUCTIONS

Submit resume and cover letter by August 25 at the link provided.

OFFICIAL APPLICATION LINK

SCHEDULE PUBLICATION
Pending approval, please indicate when you would like this job posted (j)

ARCHIVE PUBLICATION
Archive Job Posting on future designated day and time:

TOPICS
Add Topics..

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

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

Include http:// in official application link

Step 5:

A screenshot of a form submission step. At the top, there are two input fields with icons for a calendar and a refresh. Below them is a 'TOPICS' section with an 'Add Topics..' button. At the bottom right, there is a blue arrow button and a red 'OK' button. A blue callout box points to the 'OK' button.

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.

A screenshot of an application form. The 'Job Description' is 'Consulting' and the employer is 'Sally Smith's Company'. Under the 'ATTACHMENTS' section, there is an 'Add More..' button and a red 'Upload Files' button next to 'Or drop files'. A red 'APPLY FOR POSITION' button is at the bottom right. A blue callout box points to the 'Upload Files' button.

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

III. Connecting With Students

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

A screenshot of the 'Find Your Next Connection!' search interface. The top navigation bar includes 'hub', 'Home', 'Community', 'News And Events', 'Careers', 'Discussions', and 'Ask GSE'. A blue callout box points to the 'Community' tab and its 'Members' sub-tab. Below the navigation is a search bar for 'Search members (search by member name)' with a 'Clear All' button. There are several filter sections: 'Search state name' with a 'State' input and 'Filter by State' dropdown; 'STUDENTS: Find employers' with an 'Industry' input and 'Filter by employer industry' dropdown; 'EMPLOYERS: Find students by role' with a 'Role Interest' input and 'Filter by student role interest' dropdown; and 'EMPLOYERS: Find students by sector' with an 'Industry Interest' input and 'Filter by student industry interest' dropdown. A blue callout box points to the filter dropdowns.

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.

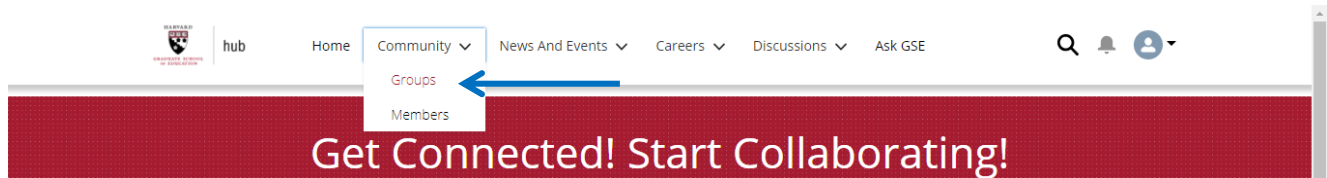
You can also search by keywords. Please click the search icon in the upper right corner and enter relevant terms (e.g. educational media or curriculum development). This will search what students entered in their profile career summary.

A screenshot of the search bar at the top of the page. The search icon is highlighted with a red arrow. Below the search bar, the text 'educational media' is entered, with a red arrow pointing to the search bar.

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.

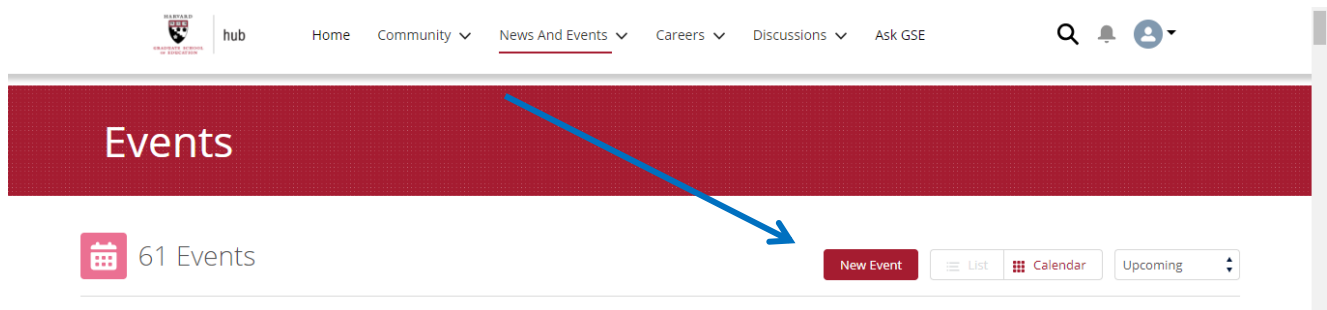
To view messages that members send you, please scroll down and go to the “Recent Messages” section of your Hub homepage or select “My Messages” from your profile icon drop down list.

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.

Create Event

Event Title*

Please enter descriptive Event title.

Please include:

- Descriptive title
- Date, Time, and Location

Event Dates and Location*

Enter event's start and end dates and location

All Day Event

* Start Date	End Date
<input type="text"/>	<input type="text"/>

Event location name:*

Address:

Event Description*

Please put detailed overview of the event that will show up on the Event Details page.

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Enter Event Details here

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

Select Topics

Associate this item with a specific Group

If selected, this item will be associated with a group.

Event Participation Options

- Add ability to RSVP to the event
- Add event pricing and payment link

Save Cancel

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.

The screenshot shows the 'Ask GSE' page on the Hub website. At the top, there is a navigation bar with the Hub logo and links for Home, Community, News And Events, Careers, and Discussions. Below the navigation bar is a red banner with the text 'Get The Answers You Need!' and a sub-header 'Ask questions to administrative offices here. As you type in the 'Subject', you may see 'Knowledge Articles' appear for commonly asked questions.' There are two buttons: 'Student Handbook' and 'Hub User Guide (Students)'. The main content area is divided into two columns. The left column is titled 'Ask GSE' and contains a form with three fields: '* Case Topic' (a dropdown menu with 'Career Services/Recruiting' selected), '* Subject' (a text input field with 'career fairs' entered), and '* Description' (a large text area). The right column is titled 'Suggested Help Articles' and contains a list of three articles, each with a title and a date: 'Questions about career fairs and expos: What should employers bring to the career fairs and Expos? Knowledge · Jul 9, 2018', 'Questions about career fairs and expos: What is the format of your career fairs and expos? Knowledge · Jul 9, 2018', and 'Questions about career fairs and expos: How to register for career fairs and Expos; registration cost Knowledge · Jul 9, 2018'. A blue callout box with white text is positioned on the right side of the page, pointing to the 'Suggested Help Articles' section. The text in the callout box reads: 'You can view suggested Help Articles and Discussions in the community that match your keyword entry. Start typing your question and Help Articles that may match your question appear.'

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!