



## General Recruiting FAQs

### Questions

How can I post a job at HGSE?

How do I set up an account on Hired?

How much does it cost to post a job?

Does your job database reach alumni too? Is it just for HGSE students/alumni?

How can I recruit MBAs, graduating Harvard seniors and other Harvard students?

How does CSO advertise events?

Can I connect with faculty?

Can I have access to student resumes?

Are your resume books divided up by functions?

### Answers

**How can I post a job at HGSE?**

You can post your job in our job database which is called [Hired](#). You can create an account and post your job all at once.

**How do I set up an account on Hired?**

You can request an account at the Hired link. It will be reviewed and approved within a couple of days and you will receive an email from the system instructing you to log in.

**How much does it cost to post a job?**

There is no charge to post a job at HGSE.

**Does your job database reach alumni too? Is it just for HGSE students/alumni?**

Yes, sometimes our alumni look in Hired too but the majority of users are current students or recent graduates. Yes, Hired is just for HGSE students/alumni.

**How can I recruit MBAs, graduating Harvard seniors and other Harvard students?**

You need to contact the career center for each school at Harvard separately:

- [MBA students at Harvard Business School](#)
- [Harvard seniors at the Faculty of Arts & Sciences](#) (also graduate students in Arts & Sciences)
- [Harvard Kennedy School](#)
- [Harvard Graduate School of Design](#)
- [Harvard Divinity School](#)
- [School of Engineering & Applied Sciences](#)
- [Harvard Law School](#)
- [Harvard T.H. Chan School of Public Health](#)



**How does CSO advertise events?**

Through various means:

- Events listing on our Hired system
- CSO office website front page
- HGSE's school-wide online events calendar
- CSO's online communications platform for students
- CSO's Student Advisory Board which sends events to individual program cohorts
- Posters in the library

For special events, we email students directly who indicated interest in functions/sectors related to the event. For major events, we also advertise to the other career centers at the various Harvard schools.

**Can I connect with faculty?**

Employers can try to reach out to faculty of interest to determine if there are opportunities to collaborate or talk to students. You can search for relevant faculty by area of expertise at HGSE's [faculty directory](#).

**Can I have access to student resumes?**

Yes, you can view student resume books on Hired. These are books to which students have opt-ed in. They reside on the system. We also send these resume books ahead of time to employers who are participating in our recruiting events. We strongly encourage employers to proactively reach out to students from the books and invite them to their recruiting event or for 1:1 meetings.

**Are your resume books divided up by functions or other categories?**

Yes, our resume books are typically divided up by several functions, sectors and geographic areas:

Functional roles:

Teaching  
School Leadership  
Central Office (school districts or charter networks)

Sectors:

Media/technology  
Consulting/research/policy  
Arts/culture/humanities  
Higher education  
NGO/international education  
Youth-focused non-profits

Geographic areas:

California  
New York  
Washington DC