

The HIRE System is OSU's career opportunity search engine. It is designed to facilitate the hiring process for employers and their prospective employees. Subscribers to the HIRE System can search for open positions and save those searches, schedule on-campus interviews, upload resumes and other documents for employers to view, search the employer directory, view upcoming career fairs and events, and apply for positions.

Subscribing to the HIRE System

- Go to <http://HireOSUgrads.com>
- Click on **Students, Alumni, or Faculty**
- Click on **Login to the HIRE System**
- **Currently enroll students**, enter your OSU Email address and click **Reset Password**. A new, random password will be generated and sent to your OSU email address.

If you are **not enrolled**, admitted students will not have an account until they have enrolled in courses, but may login with our limited guest account.

Alumni receive a one year subscription to the HIRE System after graduation. Alumni that are more than 1 Year out have the opportunity to continue using the HIRE System through the OSU Alumni Association.

- If you are not a returning user, then click on **New Users: Click Here**

Searching for Employment via the HIRE System

- Upload an appropriate resume on your HIRE System account. Be sure to have your resume review beforehand. If you do not want employers to see your resumes, go to **My Account > My Profile > Additional Information** and change allow employer viewing to **"No"**.
- Click on **Find Employment**.
- Enter your **search criteria** and click **Search**.
- Select the job result you would like to learn about.
- Follow the **application method** listed.