



VANDERBILT
UNIVERSITY®

HireADore

OFF-CAMPUS EMPLOYERS AND VUMC EMPLOYERS HIREADORE GUIDE

TRAINING GUIDE

- How to Login to HireADore
- How to Add & Edit a HireADore Job Listing

OFF-CAMPUS/VUMC EMPLOYER REQUEST LOGIN

Click the 'Request a Login' link if you do not already have an account

VANDERBILT UNIVERSITY®

Home Employees Employers & Administrators

VUMC & Off-Campus Employer Home Page

Employer Information

Welcome to HireADore!

This is the best way to reach applicants and advertise your job. Employers with positions open are welcome to add them for FREE to our database by clicking one of the links to the right.

Suggestion Box

Send us your suggestions, ideas, or concerns!

Employer Tools

Job Management Login
Login to post jobs and access student applications.

Request a Login ←
Click above if you are a VUMC or Off-Campus Employer who has **never** logged in before.

OFF-CAMPUS/VUMC EMPLOYER REQUEST LOGIN

Enter all required fields and then click Submit.

Request Permission To Use This Site

You must be a registered user to post jobs on the HireADore website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name

Middle Name

Last Name

Full Email Address
Example: yourself@university.edu

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password Enter Password:
Passwords are case-sensitive. Re-Enter Password:

Please choose the employer for which you work from the list below.

Employer

Job Title

Notes
If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire applicants in more departments than the one you indicated with the pull-down menu above.

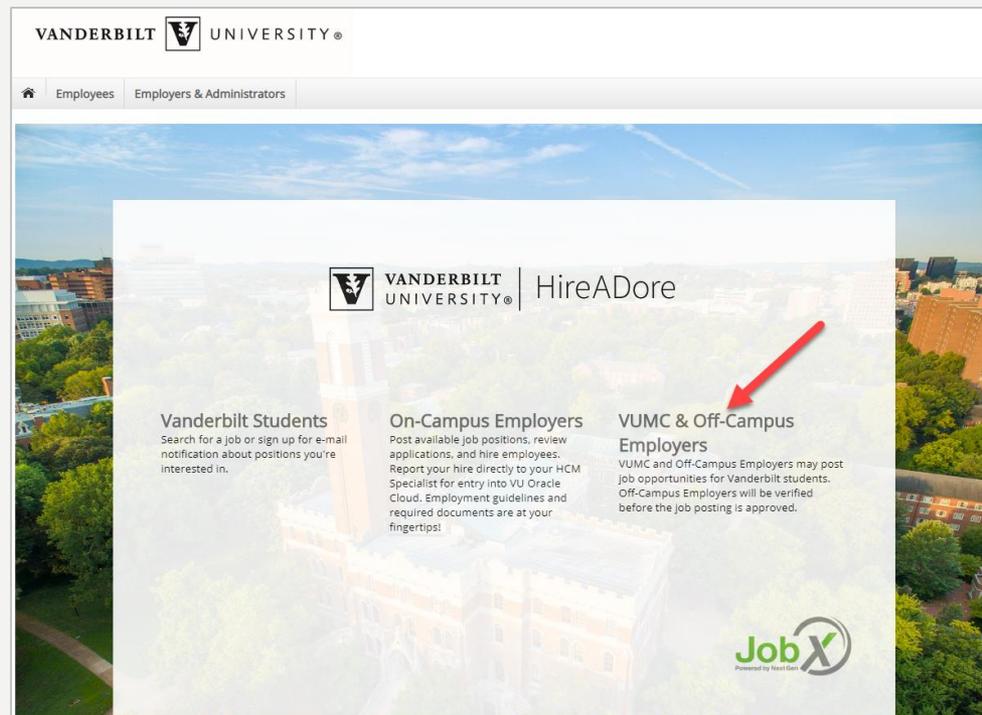
This must be verified prior to submitting the form

I'm not a robot  reCAPTCHA
Privacy - Terms

LOGIN TO HIREADORE DIRECTLY

Once you have your approved Login credentials:

- Navigate to: www.hireadore.com
- Click the 'VUMC & Off-Campus Employers' link.



VUMC/OFF-CAMPUS EMPLOYER LOGIN

Click the 'Job Management Login' link.

VANDERBILT UNIVERSITY®

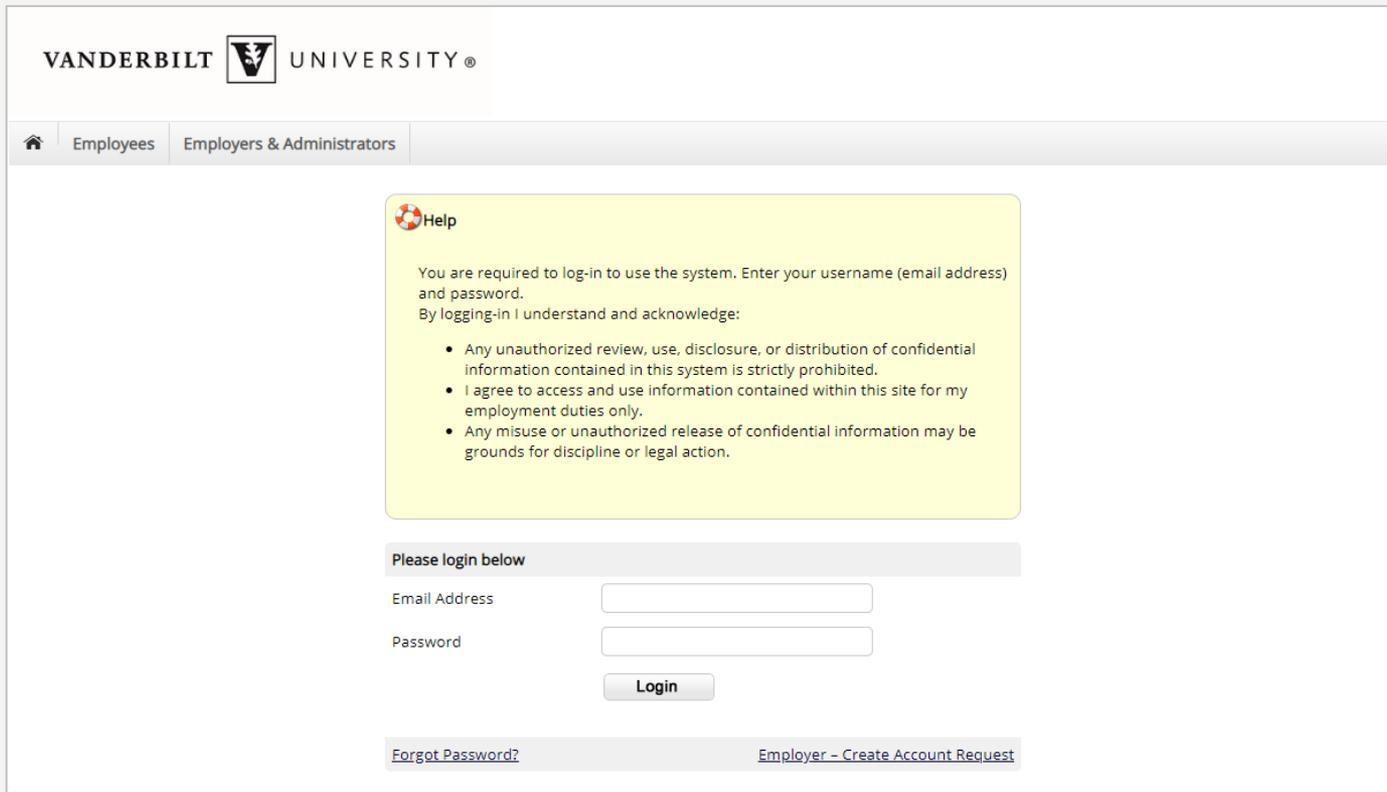
Home Employees Employers & Administrators

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Employer Information	Employer Tools
<p>Welcome to HireADore!</p> <p>This is the best way to reach applicants and advertise your job. Employers with positions open are welcome to add them for FREE to our database by clicking one of the links to the right.</p> <p> Suggestion Box Send us your suggestions, ideas, or concerns!</p>	<p> Job Management Login Login to post jobs and access student applications.</p> <p> Request a Login Click above if you are a VUMC or Off-Campus Employer who has never logged in before.</p>

OFF-CAMPUS & VUMC EMPLOYER LOGIN TO HIREADORE

Once approved to use the Vanderbilt online job posting site, you can login utilizing your 'Email Address' and 'Password.'



The screenshot shows the HireAdore login interface for employers. At the top, it features the Vanderbilt University logo and the text "VANDERBILT UNIVERSITY". Below this is a navigation bar with "Employees" and "Employers & Administrators" tabs. A central yellow box contains a "Help" icon and text stating: "You are required to log-in to use the system. Enter your username (email address) and password. By logging-in I understand and acknowledge:" followed by a bulleted list of terms and conditions. Below the help box is a "Please login below" section with input fields for "Email Address" and "Password", and a "Login" button. At the bottom, there are links for "Forgot Password?" and "Employer - Create Account Request".

VANDERBILT UNIVERSITY

Employees Employers & Administrators

Help

You are required to log-in to use the system. Enter your username (email address) and password.
By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Please login below

Email Address

Password

Login

[Forgot Password?](#) [Employer - Create Account Request](#)

HOW TO ADD/EDIT A JOB LISTING



ADD YOUR PART-TIME JOB

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Welcome, Test Off-Campus Supervisor | [Logout](#)

Home Employees JobX Reporting Access & Audit Help

 **Add a new job for** Apple

Your Selections: [Reset](#)

Job Filters Applied:
Employer: Apple

Job Filters

My Jobs: +

Employer Name: -
Apple

Job Status: -

- Listed Jobs (2)
- Pending Approval (0)
- Review Mode (0)
- Storage Mode (0)

Job Type: +

Job Actions:

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 2 of 2 | << < > >> |

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Apple

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4728	Test VUMC Job - 05/01/19	Test Off-Campus Supervisor	VUMC	1 (0 New)	05/01/19	 
<input type="checkbox"/> 4630	Part Time Technical Specialist	Thea Hand	Off-Campus	0 (0 New)	04/17/19	 

1 to 2 of 2 | << < > >> |

Click the ‘Add a new job for {Your Employer Name will be Prefilled here}’ button.

ADD A JOB

Select the appropriate job type from the drop down selection and click 'Go to next step'

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Welcome, Test Off-Campus Supervisor | [Logout](#)

Employees JobX Reporting Access & Audit Help

You are adding a brand new job to the web site. ⓘ

>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

Choose one... Go to next step

Choose one...

Off-Campus

VUMC

ADD A JOB – STEP 1 – SUPPLY JOB PROFILE

Enter the Job Profile information listed on next page. Any fields denoted with a red * are required fields that must be completed before the profile can be saved.

Important Note: Your contact information in these fields may be pre-filled systematically. If not, you can enter your phone number, fax, email address, and work location so an applicant can contact you, if desired.

The screenshot shows the 'VANDERBILT UNIVERSITY' logo at the top left. Below it is a navigation menu with 'Employees', 'JobX', 'Reporting', 'Access & Audit', and 'Help'. A welcome message reads 'Welcome, Test On-Campus Supervisor | Logout'. The main heading is 'You are adding a brand new job to the web site.' Below this is a progress indicator: '>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live'. The form contains several sections: 'Job Category' (dropdown), 'Job Title' (text field), 'Job Description' (rich text editor), 'Job Requirements' (rich text editor), 'Required Skills' (dropdown), 'Learning Outcomes' (dropdown), 'Number of Available Openings' (text field), 'Max Work Hours During Academic Year' (with sub-sections for International, Undergraduate, and Graduate/Professional students), 'Max Work Hours During Non-Enrollment' (with sub-section for All students), 'Hours per Week' (dropdown), 'Start Date' (text field), 'End Date' (text field), 'Time Frame' (dropdown), 'Not Sure What to Pay?' (with a link to a wage matrix PDF), 'Base pay rate' (dropdown), 'Primary Contact Person' (dropdown), 'Phone Number', 'Email', 'Location', 'Company/Department Logo' (file upload), and 'Job Location' (text field). A 'Submit' button is at the bottom.

ADD A JOB – STEP 1 – SUPPLY JOB PROFILE

- Select the Category*
- Select the Job Title*
- Enter Job Description*
- Enter Job Requirements*
- Select Required Skills
- Select Learning Outcomes
- Enter the Number of Available Openings *
- Enter the min and max Hours per Week for the job
- Enter the Start Date for the job
- Enter the End Date for the job
- Select the Time Frame for the job *
- Select the base pay rate for the job*
- Select the Supervisor* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.
- Enter a Job Location
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

ADD A JOB – STEP 2 – REVIEW JOB APPLICATION

- To ensure you get a “best fit” candidate for your job, you may add job specific questions to the application questions.
- Note: Vanderbilt Student Employment will approve the job specific questions.
- At the bottom of the page you can create a new question by clicking the ‘Create a new Question’ tab that will take you to the next screen.

The screenshot shows the 'VANDERBILT UNIVERSITY' logo at the top left. On the right, it says 'Welcome, Test Off-Campus Supervisor | Logout'. Below this is a navigation menu with 'Employees', 'JobX', 'Reporting', 'Access & Audit', and 'Help'. The main content area displays a message: 'The job data was successfully saved. However, the job is not posted on the website. There are two more steps. First, please review the job application below and edit it to your preferences.' Below the message, it says 'Pending Job Application - Apple - Test Off-Campus 5/10/19'. A 'Timer' box shows '01:59:58'. The 'General' section contains the following fields: 'First name', 'Middle name', 'Last name', 'E-mail Address', 'VUNet ID', 'Primary Phone', 'Cover Letter', and 'Resume'. Each field has a red asterisk indicating a required field and a green checkmark icon. The 'Cover Letter' and 'Resume' fields have a 'Choose File' button and 'No file chosen' text. A 'Save Application' button is at the bottom.

ADD A JOB SPECIFIC APPLICATION QUESTION

- When creating a new question, please select the 'Question Type' from the drop down menu (i.e. Single Line, Multiple Line, Single Choice , Multiple Choice, Date, File Upload, or Instructional Text).
- Use an abbreviated name for the question you'll be adding for future retrieval in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

The screenshot shows the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. Below the tabs is the 'Question Details' section, which includes a 'Question Type' dropdown menu. A red arrow points to the dropdown menu, which is open and shows options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. Below the 'Question Details' section is the 'Application Behavior' section. A red arrow points to the 'Application Section' dropdown menu, which is open and shows options: 'Select an existing section' and 'Create a new section'. Below the 'Application Section' dropdown menu are two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. A red arrow points to the 'Prefill this question from previous answer?' checkbox. Below the checkboxes is a 'Where To Add This Question?' dropdown menu, which is open and shows options: 'End of Application'. A red arrow points to the 'End of Application' option. At the bottom of the form is an 'Add Question' button, with a red arrow pointing to it.

ADD A JOB – STEP 3 – GO LIVE

- Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately.
- If you want to save the job for later, select 'Later, I need to review it myself first'. The job will go to Storage for later review.
- Select 'Yes, immediately' from the list on question #2 if you want the job to be listed immediately upon approval.

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Employees JobX Reporting Access & Audit Help

You are adding a brand new job to the web site. ⓘ

>> [Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

Academic Programming - Test Federal Work Study Job - 05/8/19

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

2. Do you want the job listed immediately after it is approved?

3. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

ADD A JOB – STEP 3 – GO LIVE (CON'T)

- For the question, ‘For how many days do you want the job to be listed on the site?’
 - If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
 - If you want the job to be posted until your close the job, select ‘Until I close the job.’
- Click the “Click here to Finish!” button.
- Your job will be submitted to Student Employment for review/approval.

ADD A JOB – COMPLETED!

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Academic Programming - Test Federal Work Study Job - 05/8/19

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

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Welcome, Test On-Campus Supervisor | Logout

Employees JobX Reporting Access & Audit Help

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Pending Approval

Job Actions:
Delete Export Print Email Supervisors

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Empl

Job Status: -

- Listed Jobs (2)
- Pending Approval (1)
- Review Mode (0)
- Storage Mode (0)

Job Type: +

Job Actions: -- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 1 of 1

PENDING APPROVAL – Jobs Currently Pending Administrator Approval (* - Application updated)

Academic Programming

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4729	Test Federal Work Study Job - ...	Test On-Campus Supervisor	Federal Work Study			

1 to 1 of 1

- You may either print your job details or click ‘Return to your control panel’ to view and/or manage your jobs further.
- If you choose to return to the control panel, the job you just added can be located in the ‘Pending Approval’ queue.

EDIT A JOB

- To view the job and/or application details, or to request the job status be changed, click on the job's link in the Title column.
 - From here, you can click 'Edit this Job' or 'Edit or View the Online Application.'

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Welcome, Test On-Campus Supervisor | Logout

Home Employees JobX Reporting Access & Audit Help

To add a job, please select an employer from the employer dropdown list presented in the filters to the left. Search Title, Description, Contact or Job Search

Your Selections: Reset

Job Filters Applied:
Employer: All Available
Job Status: Pending Approval

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Empl ▾

Job Status: -

Listed Jobs (2)
Pending Approval (1)
Review Mode (0)
Storage Mode (0)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

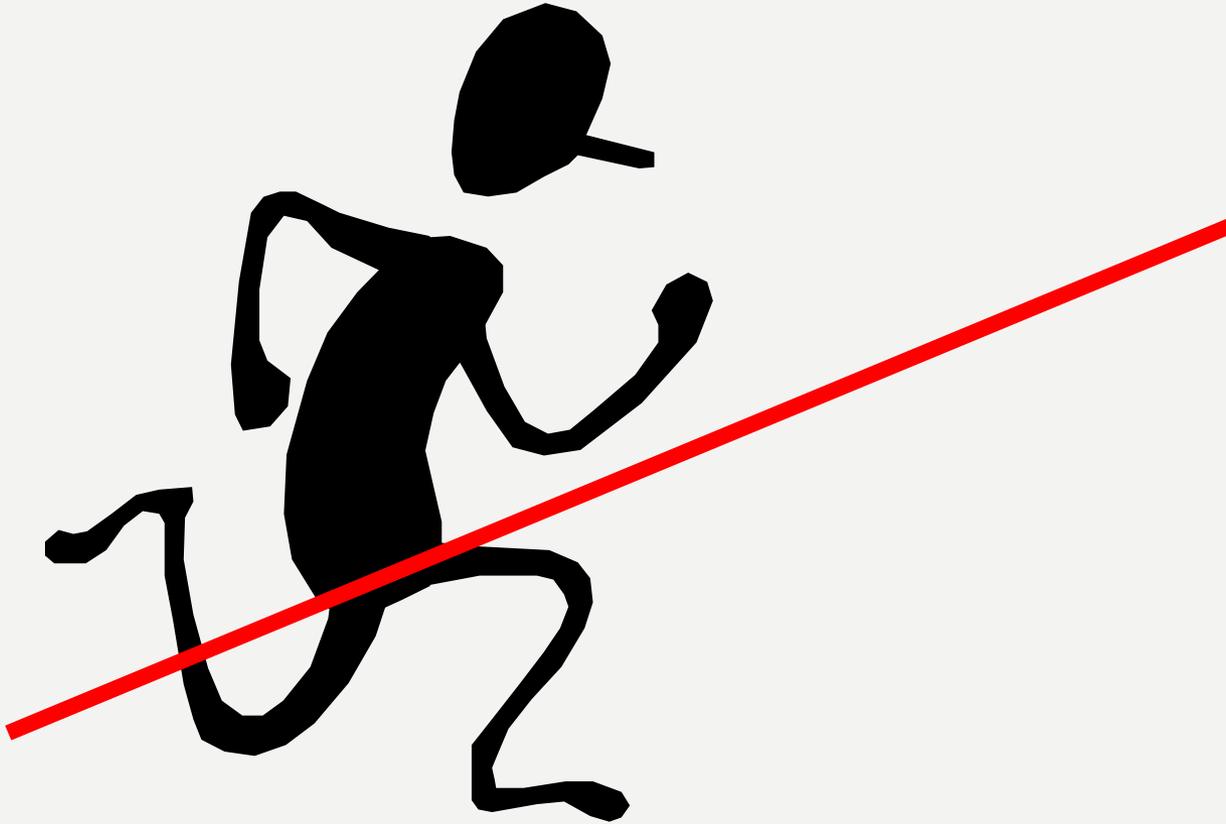
Select/Deselect All Show 25 results per page 1 to 1 of 1 << >>

PENDING APPROVAL - Jobs Currently Pending Administrator Approval (* - Application updated)

Academic Programming

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4729	Test Federal Work Study, Job - ...	Test On-Campus Supervisor	Federal Work Study			

YOU'RE FINISHED!!!



QUESTIONS?



Please contact Vanderbilt Student Employment
(615)343-4562 or at StudentEmployment@Vanderbilt.edu