Accessing Carey Compass

1. Requesting a new employer account
   a. Visit the Carey Compass employers’ page: www.carey.jhu.edu/hire-carey.
   b. Select the [REGISTER] button and complete the profile information.

   **NOTE:** Once your registration is approved, you will receive an email with additional instructions.
2. Requesting a new employer account and posting a job?
   a. Visit the Carey Compass employers’ page: [www.carey.jhu.edu/hire-carey](http://www.carey.jhu.edu/hire-carey).
   b. Select the [REGISTER AND POST JOB] button.
   c. Complete the profile information and select the [NEXT] button.
      - Enter job information by selecting the Carey On-Campus Student Employment check box.
      - The position type selection will cause the form to update to a more simplistic view for GA, TA, and RA positions.
   d. The following fields are required to complete the posting: Job Title, Job Description, Resume Receipt, Requested Documents – Resume, Posting Date, Expiration Date, Campus location.
   e. Select [DONE] button.

   **NOTE:** Once your registration is approved you will receive an email with additional instructions. Your new job opening will appear in the job listing tab for Carey Business School students to view and apply once approved (typically 2-3 business days).
Create Job Postings

1. **Already have an existing account?**
   - Sign-in to your Carey Compass account [www.carey.jhu.edu/hire-carey](http://www.carey.jhu.edu/hire-carey) with your email and password.
2. Select [JOB POSTING] tab located at the top of the web page.

3. Select the [ADD NEW] button.

4. A pop-up box will appear asking you “Where Would You Like to Post Your Job?”

**NOTE:** You must select “Post to this School Only”
5. Enter job information by selecting **ONLY** the Carey option circled below:

- **The following fields are required to complete the posting:** Job Title, Job Description, Resume Receipt, Requested Documents – Resume, Posting Date, Expiration Date, Campus location.
- Select [SUBMIT] button.

**NOTE:** Your new job opportunity will appear in the job listing tab for Carey Business School students to view and apply **once approved** (typically 2-3 business days).

**Manage Job Postings**

1. **Already have an existing account?**
   - Sign-in to your Carey Compass account [www.carey.jhu.edu/hire-carey](http://www.carey.jhu.edu/hire-carey) with your email and password.

2. Select the [JOB POSTING] tab located at the top of the web page.

3. All **active** positions will be listed on the [Job Posting (non-OCR)] tab.

4. **To Edit an active position** select the Job Title link make edits and click the [SUBMIT] button.

   **NOTE:** You can also use this option to extend the expiration date of an active position.

5. **To Deactivate a position,** select the [DEACTIVATE] button under Options.
6. **To Re-post a position** select the [ADD NEW] button.

   ![Add New Button]

   a. A pop-up box will appear asking you **“Where Would You Like to Post Your Job?”**

   **NOTE:** You must select **“Post to this School Only”**

   ![Pop-up Box]

   b. Select the Copy Existing drop down list to pick a position you would like to copy.
   c. Please review and edit the information when necessary.
   d. Select [SUBMIT] button.

**Viewing Archived Postings**
- Log-in to Carey Compass (see instructions above).
- Select the [JOB POSTING] tab located at the top of the web page.
- Select the [ARCHIVED JOBS] tab.

**Viewing Student Resumes in Carey Compass**
- Log-in to Carey Compass (see instructions above).
- Select the [JOB POSTING] tab located at the top of the web page.
- Select the [STUDENT RESUMES (non-OCR)] tab.