



Recruit Lehigh Alumni on Lehigh Connects!

If you are looking to hire professionals with 3+ years of experience, please post your jobs to [Lehigh Connects](#), our alumni community powered by PeopleGrove. Setting up your account is quick and easy! Once you do so, you'll be able to share job postings with a great pool of candidates.

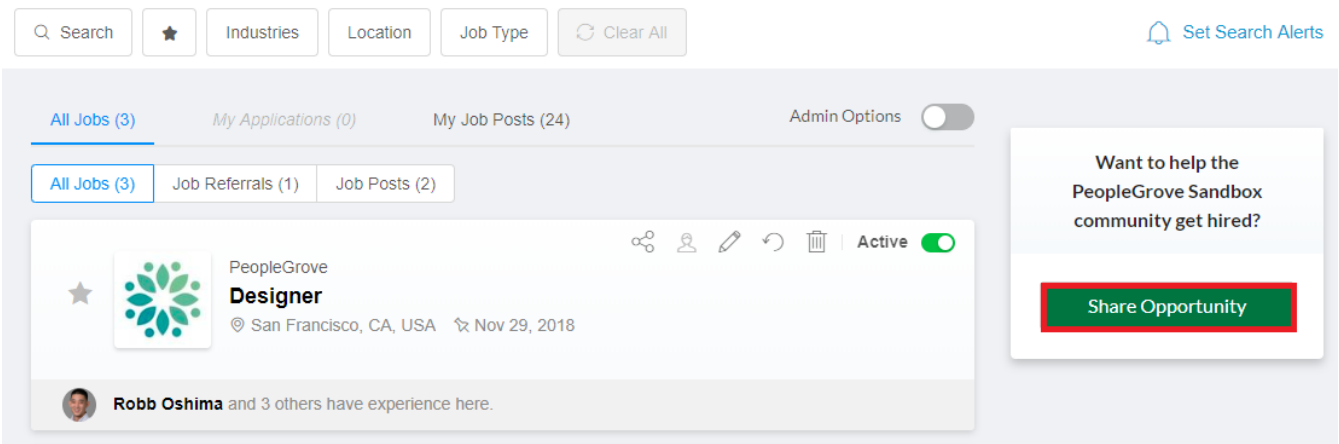
Set Up Your Account

- Go to go.lehigh.edu/lehighconnects
- Click the "Join Community" button
- Select a Signup Method – choose email if you are not a Lehigh Alum
- Join as a "Employer Partner"
- Proceed through the steps to fill out your background info and sign the Code of Conduct

Please kindly wait for an admin to approve your account. You'll receive an email once your account has been approved, typically within 2-4 business days.

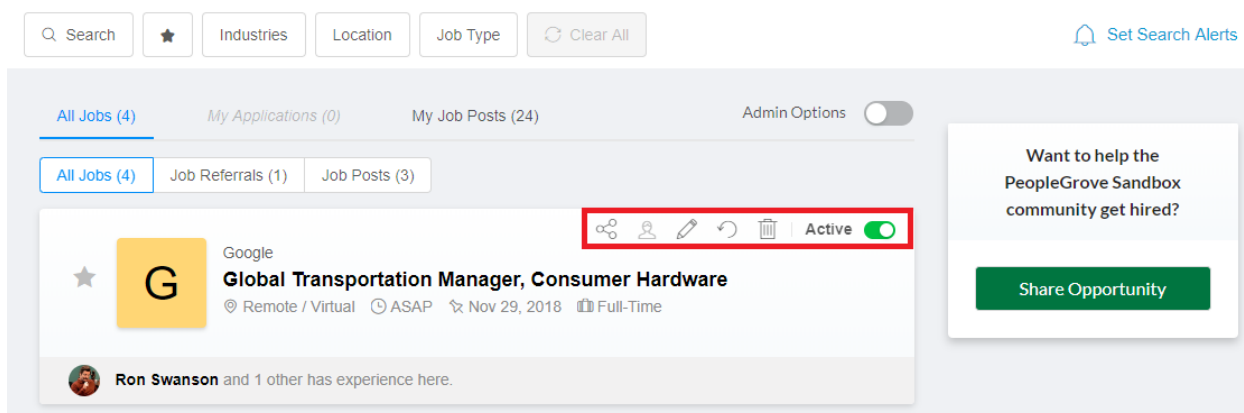
Post a Job

To begin posting a job click "[Opportunities/Job Board](#)" from the top menu and look for the green "Share Opportunity" button on the right side of your screen.



Add Job Details

- When you start creating a job, you'll be prompted to choose if you want to refer a role or create a job post to hire for a role.
- Once you've chosen to either refer or hire for a role, you'll be able to:
 - (1) Select a company and **browse a list of jobs in Indeed** associated with that company.
 - (2) If the job you're posting comes up, you can select it to pull in the data from Indeed.
 - (3) If you don't see it, you can simply create a new post.
- Then, you'll be able to enter details about the job (or edit the existing details, if you chose to pull data from Indeed). These details include the job description, location, application info, etc.
- You'll be able to preview your job before publishing it. Once you've published it, it will go to an approval queue for an admin to approve before it appears live on the Opportunities page.
- Once a job is live on the Opportunities page, you'll be able to view applicants, edit the post, adjust the expiration date, or delete it, using the tools in the upper right corner of the job card.



When job seekers apply to your Job Post, we'll let you know!

Manage Your Job Posts from your My Job Posts page

In addition to managing your jobs and posting new jobs from the [Opportunities/Job Board](#) page, you do so from your My Job Posts page - learn how below or watch a tutorial [here!](#)

1. Click your profile image in the upper right.
2. From the drop-down menu, select "My Job List."
3. In the blue bar across the top of each job post, you activate/deactivate, edit, or delete.
4. At the bottom of each job post, click the "View Applicants" button to see who's applied!
5. You can also post new jobs from here, click the green "Post a Job" button in the upper right.

Need More Help?

Contact The Center for Career & Professional Development Office at Lehigh University
610.758.3710 or careercenter@lehigh.edu
Use the online help tools from Peoplegrove for [Employer Partners](#)