



Employer Log-in Instructions

- Logging on to Y Careers
 1. Go to www.byuh.edu/career. Click on the "Y Careers" logo.
 2. Click on the image "Employers" to the right of the "Y Careers" logo.
 3. Complete your Registration Information Form. The fields with an asterisk (*) are required
 4. Once your registration is complete, click on the "Register" button

- My Profile
 1. Click on "My Profile" in the toolbar at the top of the page
 2. To update Employer Information, click on [Edit] in the upper right-hand corner of the corresponding box. SAVE your changes
 3. To update Contact Information, click on [Edit] in the upper right-hand corner of the corresponding box. SAVE your changes
 - ❖ Please Note: Under "Employer Information" there is a field labeled "Include in Employer Directory" - the default setting for this field is Yes. This means that students searching the database can view your organization's information. Similarly, under "Contact Information" there is a field labeled "Allow Student Viewing" - the default setting for this field is No. This means that when a student views your organization's information, they will not be able to view your personal contact information. You can change these settings, depending on how much information you want made available to students.

- Posting and Viewing Jobs
 1. Roll over "My Jobs" in the toolbar at the top of the page and click "New Job"
 2. Fill out the form as completely as possible - this will provide potential employees easier access to your position
 3. Click "Save" to complete the posting
 4. To view a list of your jobs (active and inactive), roll over "My Jobs" in the toolbar at the top of the page and click "Job List"

- Making Changes to your Jobs
 1. Each position description has several sections that you may want to update (e.g., Position Information, Contact Information, Posting Information)
 2. To make changes to any of the sections, click on [Edit], make the desired changes, and click SAVE for that section
 - ❖ Please Note: In the Posting Information section, there is a place to include Application Instructions. Further down in the same section, you will see an option titled "Allow on-line referrals." By saying Yes (preferred option) to this feature, students submit application materials to you via Y-Careers (i.e., you will receive email notification of students' applications). However, if you want students to apply some other way, then list those instructions in the Application Instructions field.

- Searching for Applicants
 1. Click on "Student Search" in the toolbar at the top of the page
 2. Complete the form with your job search criteria and click "Search" - to select students by major, click the ADD button below the major field for a menu of academic majors
 3. Once you have completed your search, you may view individual student profiles and resumes, sort the search results according to your desires, or create a resume packet you can then send to yourself via email

- Recruiting On-Campus

To schedule an on-campus interview schedule for your position, contact our Employer Relations Manager at (808) 293-3533 or by email at bybeej@byuh.edu