Employers – HireaHawk.com Instructions

Logging into the system

- Go to HireaHawk.com and click on “Employers Register/Log-In”.
- If you are new to the system, click the “Register” or “Register and Post Positions” button to create an account. Your account will be reviewed and you will receive a confirmation email within 48 hours. Click on the link in that mail to set your password and log into the system.
- If you already have an account, Log-In with your email address and password. To change your password or if you have forgotten it, click on the “Forgot Password” button.

Adding Student Employment Postings

- Click on the “Jobs and Internships” tab on the top navigation bar.
• Click “Add New” towards the bottom of the page.

• Choose “Post to This School Only” (Post to Multiple Schools is an extended account you can buy to post to many schools – there is a fee involved.)
- Choose Student Employment from the Position Type field.
- If you already have a job in the system, you can choose it from the drop down box in the Copy Existing field.

- Complete all of the required fields and “Submit”.

- You will receive a confirmation email once your posting has been approved.