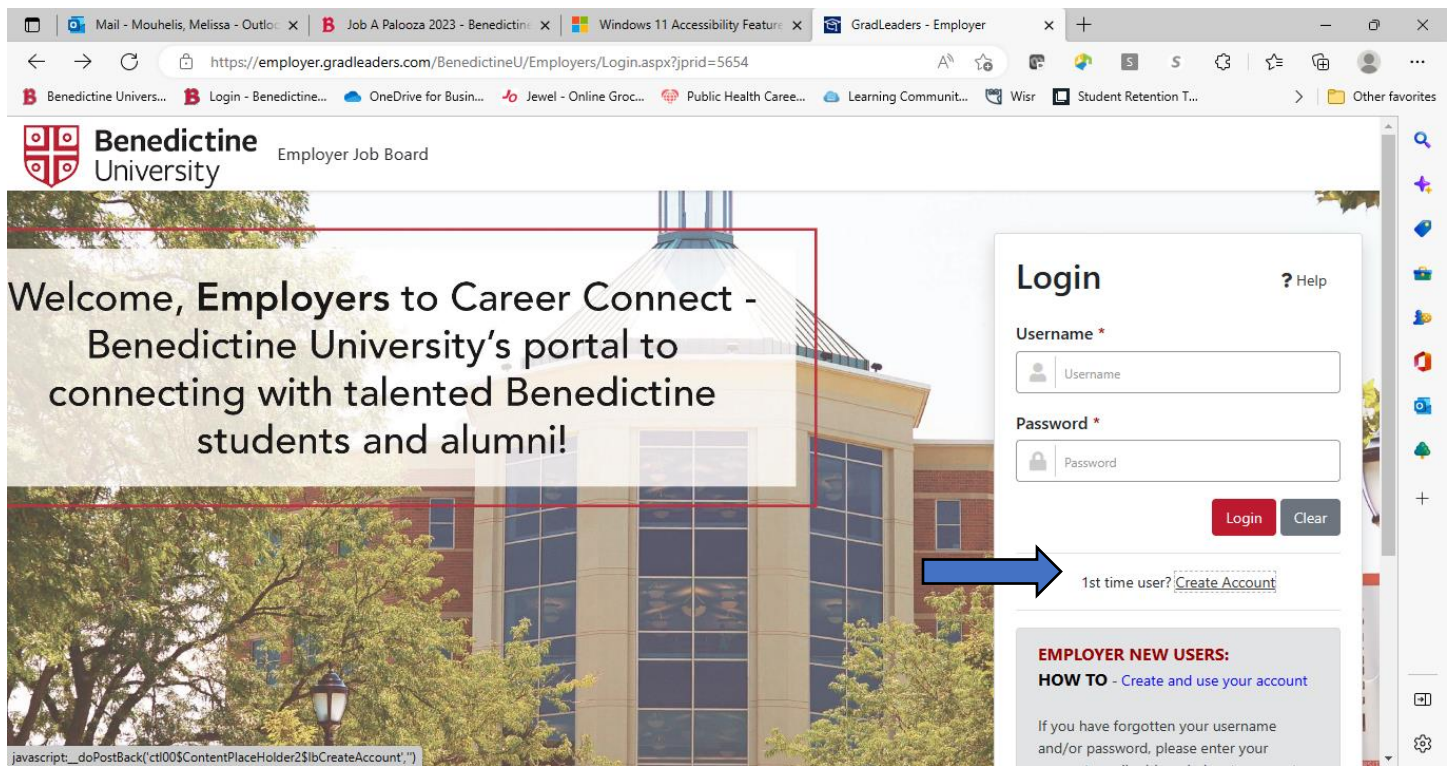


# INSTRUCTIONS TO CREATE AN EMPLOYER ACCOUNT AND REGISTER FOR JOB-A-PALOOZA

1. As a 1<sup>st</sup> time user, click “create account.”



https://employer.gradleaders.com/BenedictineU/Employers/Login.aspx?prid=5654

Benedictine University Employer Job Board

## Welcome, Employers to Career Connect - Benedictine University's portal to connecting with talented Benedictine students and alumni!

### Login

Username \*

Password \*

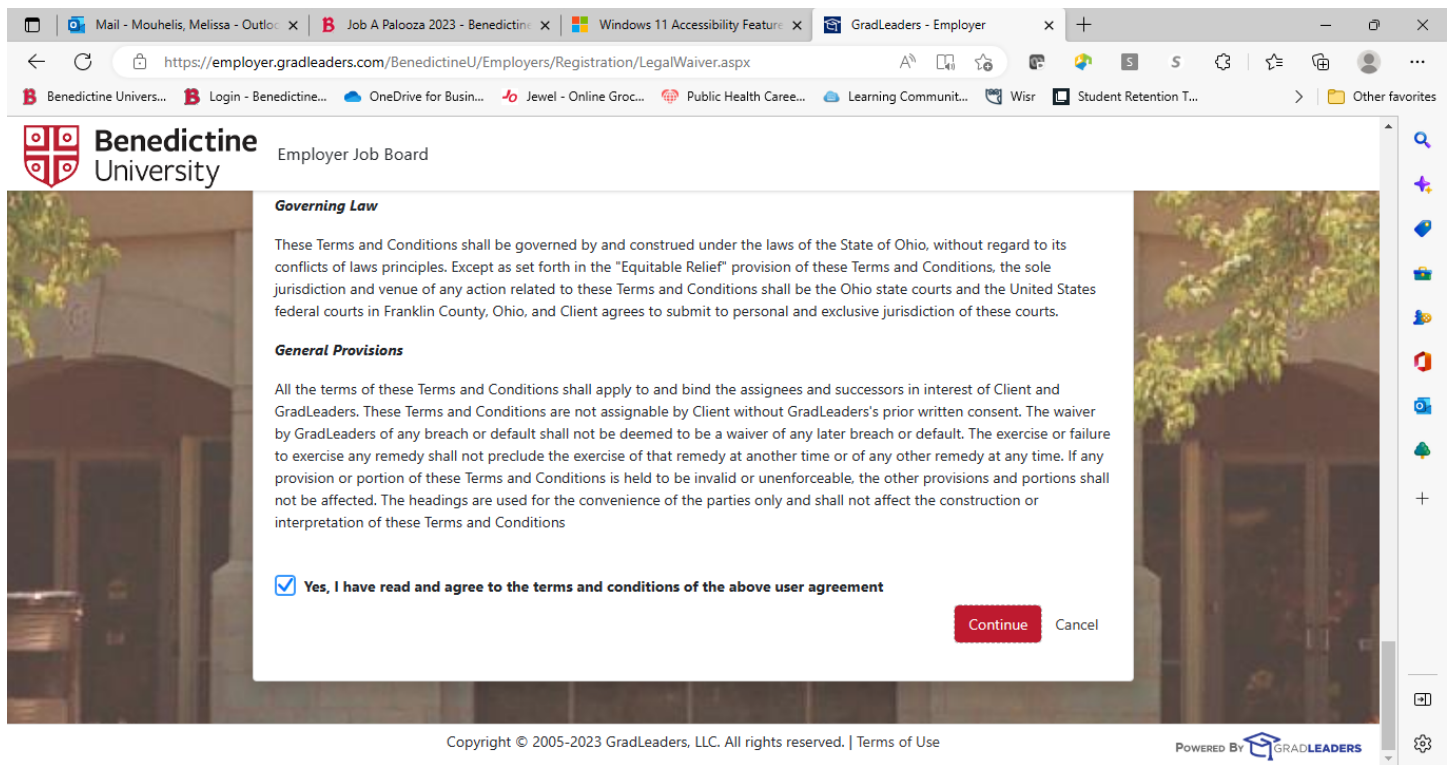
Login Clear

1st time user? [Create Account](#)

**EMPLOYER NEW USERS:**  
**HOW TO - Create and use your account**

If you have forgotten your username and/or password, please enter your

2. Accept the terms and conditions.



https://employer.gradleaders.com/BenedictineU/Employers/Registration/LegalWaiver.aspx

Benedictine University Employer Job Board

### Governing Law

These Terms and Conditions shall be governed by and construed under the laws of the State of Ohio, without regard to its conflicts of laws principles. Except as set forth in the "Equitable Relief" provision of these Terms and Conditions, the sole jurisdiction and venue of any action related to these Terms and Conditions shall be the Ohio state courts and the United States federal courts in Franklin County, Ohio, and Client agrees to submit to personal and exclusive jurisdiction of these courts.

### General Provisions

All the terms of these Terms and Conditions shall apply to and bind the assignees and successors in interest of Client and GradLeaders. These Terms and Conditions are not assignable by Client without GradLeaders's prior written consent. The waiver by GradLeaders of any breach or default shall not be deemed to be a waiver of any later breach or default. The exercise or failure to exercise any remedy shall not preclude the exercise of that remedy at another time or of any other remedy at any time. If any provision or portion of these Terms and Conditions is held to be invalid or unenforceable, the other provisions and portions shall not be affected. The headings are used for the convenience of the parties only and shall not affect the construction or interpretation of these Terms and Conditions

☒ Yes, I have read and agree to the terms and conditions of the above user agreement

Continue Cancel

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### 3. Type in your work email address.

The screenshot shows a web browser window with the URL <https://employer.gradleaders.com/BenedictineU/Employers/Registration/CreateAccount.aspx>. The page header includes the Benedictine University logo and the text "Employer Job Board". A large banner image of a university building is in the background. A white modal box titled "Create Account" is overlaid on the right side. It contains the text "Please input the email address you want to use for account creation." and a text input field labeled "Email Address \*". Below the input field are two buttons: "Continue" and "Cancel". A red box highlights the "Welcome, Employers to Career Connect - Benedictine University's portal to connecting with talented Benedictine students and alumni!" text on the banner.

### 4. Type in your company name in case another recruiter has registered an employer account. If it is not there, click "add organization" and complete your profile.

### 5. Once you have your profile, click "My On Campus Recruiting Events" on your dashboard and then "Add Request." (If you do not see this tab on your dashboard, please contact Matthew Johnson at [mjohnson@ben.edu](mailto:mjohnson@ben.edu) and he will give you access.)

The screenshot shows a web browser window with the URL <https://employer.gradleaders.com/BenedictineU/Employers/Authenticated/Requests/RequestFile.aspx?rbpdID=5655&subID=525396>. The page header includes the Benedictine University logo and the text "Students". A sidebar on the left contains a list of navigation links: "Dashboard", "Candidate Search", "My Job Postings", "My On Campus Recruiting Events", "Interviews", "My Event Registrations", and "Document Library". The "My On Campus Recruiting Events" link is highlighted with a blue arrow. The main content area is titled "My On Campus Recruiting Events" and contains the text "To register for career fairs, or to inquire about scheduling on-campus recruiting events such as on-campus recruiting tables, employer information sessions, or interviews, click on the tab, **Add Request** + by clicking the button on the top left and select the appropriate event type from the 'OCR Event Type' drop-down menu." Below this text is a button labeled "+ Add Request" with a blue arrow pointing to it. At the bottom of the page, there is a table with two columns: "Submitted Date on Jan 03 2023 3:23 PM" and "Submitted Date on Jan 03 2023 3:23 PM". The first row is labeled "Outstanding (2)" and the second row is labeled "Confirmed (1)". The third row is labeled "Declined (1)".

6. Click “Career Fair” from the drop-down menu.

employer.gradleaders.com/BenedictineU/Employers/Authenticated/Requests/RequestFile.aspx?rbpdID=5655&subID=525396

Admin Login Qualtrics - Sign In CommonSpot™ Da... Home - National As... What Can I Do Wit... Login | PathwayU https://mybenu.ben... Benedictine Univers... Other bookmarks

Benedictine University Students

Dashboard + Add Request

Candidate Search > My On Campus Recruiting Events

My Job Postings

My On Campus Recruiting Events

Interviews

My Event Registrations

Document Library

To register for employer information, select the appropriate event type from the list below.

If you are already registered for an event, click the "Edit" button on the top right of the event registration below.

TYPE All Requests Sort By Submitted Date

Outstanding (2) Confirmed (1) Declined (1)

Submitted Date on Jan 03 2023 3:23 PM Company Event

Submitted Date on Jan 03 2023 3:23 PM Company Event

7. Select “Preferred Event” – 3/7/2023 Job-A-Palooza, then complete the profile information.

Melissa Mouhelis - Recruiter Det... Add New OCR Request

employer.gradleaders.com/BenedictineU/Employers/Authenticated/Requests/EditRequest.aspx?rbpdID=5655&subID=525396&smallID=3754091&r...

Admin Login Qualtrics - Sign In CommonSpot™ Da... Home - National As... What Can I Do Wit... Login | PathwayU https://mybenu.ben... Benedictine Univers... Other bookmarks

Benedictine University Students

Dashboard

Candidate Search >

My Job Postings

My On Campus Recruiting Events

Interviews

My Event Registrations

Document Library

OCR Event Type Career Fair

Organization Name Melissa's Dance Studio (TEST)

Industry Entertainment

Organization URL

Primary Contact Melissa Mouhelis

Email melissa\_mouhelis@att.net

Phone 630-829-6036

Revise Contact

Edit Survey

Employer Request Multiple Company Event

On-Campus Recruiting Event Type Career Fair

Preferred Event \* 3/7/2023 11:00 AM - Job-A-Palooza 2023 (Fee Applies) Details

Comments or Special Requests Please note any special needs or comments for the Career Services team in the space provided.

Are you the key contact for this career fair? \* Yes

Submit Cancel

8. Continue to additional items (Fees section and payment section) and complete the registration process paying either by credit card or check.




Michelle Mouhelis - Recruiter De

GradLeaders - Employer


employer.gradleaders.com/BenedictineU/Employers/Authenticated/OCR/CompanyEventCart.aspx?rbpdID=5655&subID=0&smalID=3754091&req...

Admin LoginQualtrics - Sign InCommonSpot™ Da...Home - National As...What Can I Do Wit...Login | PathwayUhttps://mybenu.ben...Benedictine Univers...


Other bookmarks


 **Benedictine University**


Students


 New


Michelle


 Dashboard


 Candidate Search

 My Job Postings

 **My On Campus Recruiting Events**

 Interviews

 My Event Registrations

 Document Library

## Additional Items

### Career Fair

**Early Fee Deadline Date:** 2/10/2023 5:00 PM

**Late Fee Applies Date:** 2/11/2023 12:00 AM

Choose the desired registration option and your order will be automatically updated at the bottom of the page. Please also see the Employer Sponsorship options available below.

NOTE: Employers bringing more than 3 recruiters will need to purchase an extra table. Also, please select additional lunches if bringing more than 2 recruiters. These options are the last two on the list. Thank you.

### Select Items to Purchase

**(01) Corporate Fee**

Includes 1- 6 foot table, 2 chairs and lunch for 2 representatives.

**Base Price:** \$100.00

**Early Price:** \$100.00

**Late Price:** \$120.00

