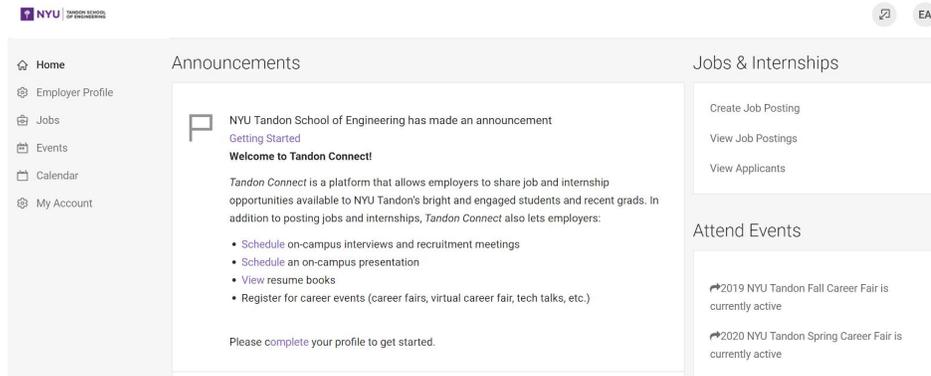User guide for TandonConnect: Employers

Homepage: The main page of TandonConnect will display current news and updates from the Tandon Office of Career Services. New announcements will be posted often.


Employer Profile: Here you will be able to add content to your company's profile through the *Company Overview, Logo, Photos,* and *Videos* tabs. Students will be able to view the information on your profile.
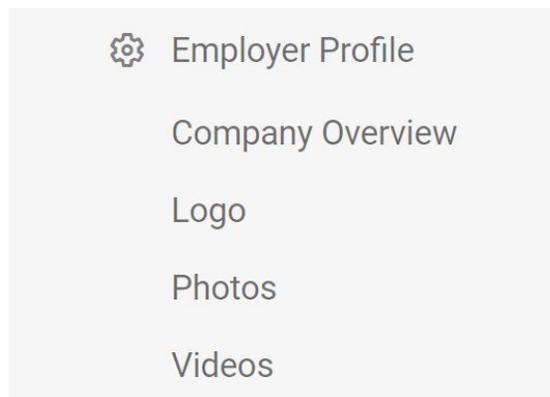

To fill out your employer profile, simply go through the four tabs listed and fill out the corresponding information. You will be able to record your industry, products and services, divisions/departments, and other details under *Company Overview.* Upload a clear image of your company's logo in the *Logo* tab, and if you so desire, add relevant photos and videos under the corresponding tabs through links to platforms like Instagram and YouTube.

Jobs: This section allows you to handle everything relating to the positions you post on TandonConnect. You can view the posts you've created, create new job posts, review student applications and resumes, look at archived posts and career fair jobs.
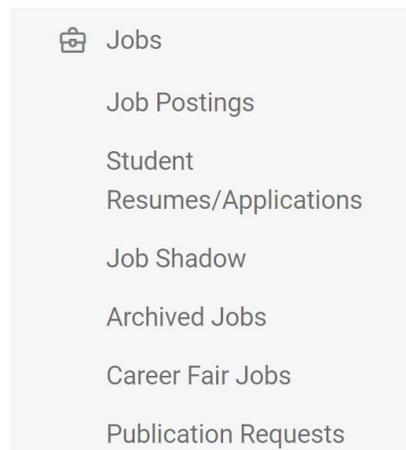
To post a job position, go to the **Job Postings** tab and select the purple **"Post A Job"** button in the middle of the screen. You can then fill out the various fields, such as requirements, skill level, description of the position, salary range, and other important details.
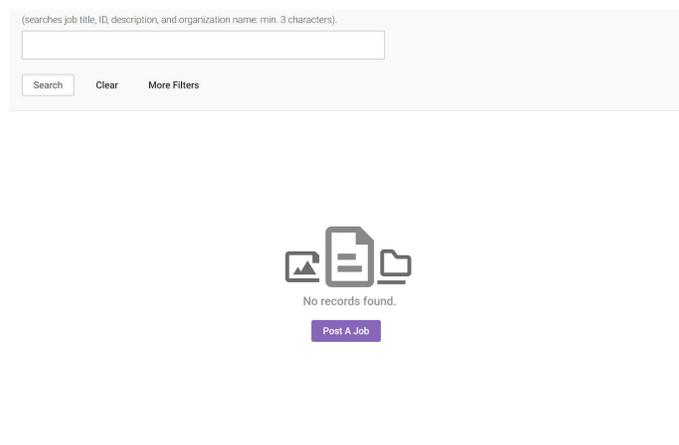
Events: The 'Events' section is where you will find all information pertaining to events organized by Tandon Career Services, including career fairs and on-campus information sessions. You can sign up for a career fair and request info sessions by navigating to their respective tabs underneath 'Events'.
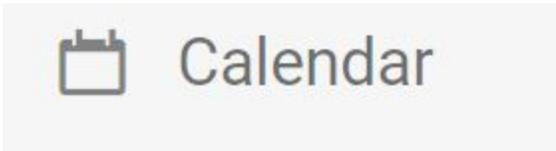
To register for an event, for example a Career Fair, navigate to the correct tab and select "Sign Up" next to the Career Fair you are interested in attending. You will be asked to select the date and time you wish to attend, and you will then be taken to a form. Fill out the form in order to continue to the next steps and complete registration.

Calendar: Here you can check and view events pertaining to all our employer partners.

My Account: Organize your employer account by using the *Personal Info, Password/Preferences, Activity Summary,* and *Document Library* tabs. Add contact information, change your password, check your activity, and store important documents relevant to your company profile.