

# 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?jprid=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 visible. A "Create Account" modal window is open, asking for an email address. A red box highlights the main header area of the page.

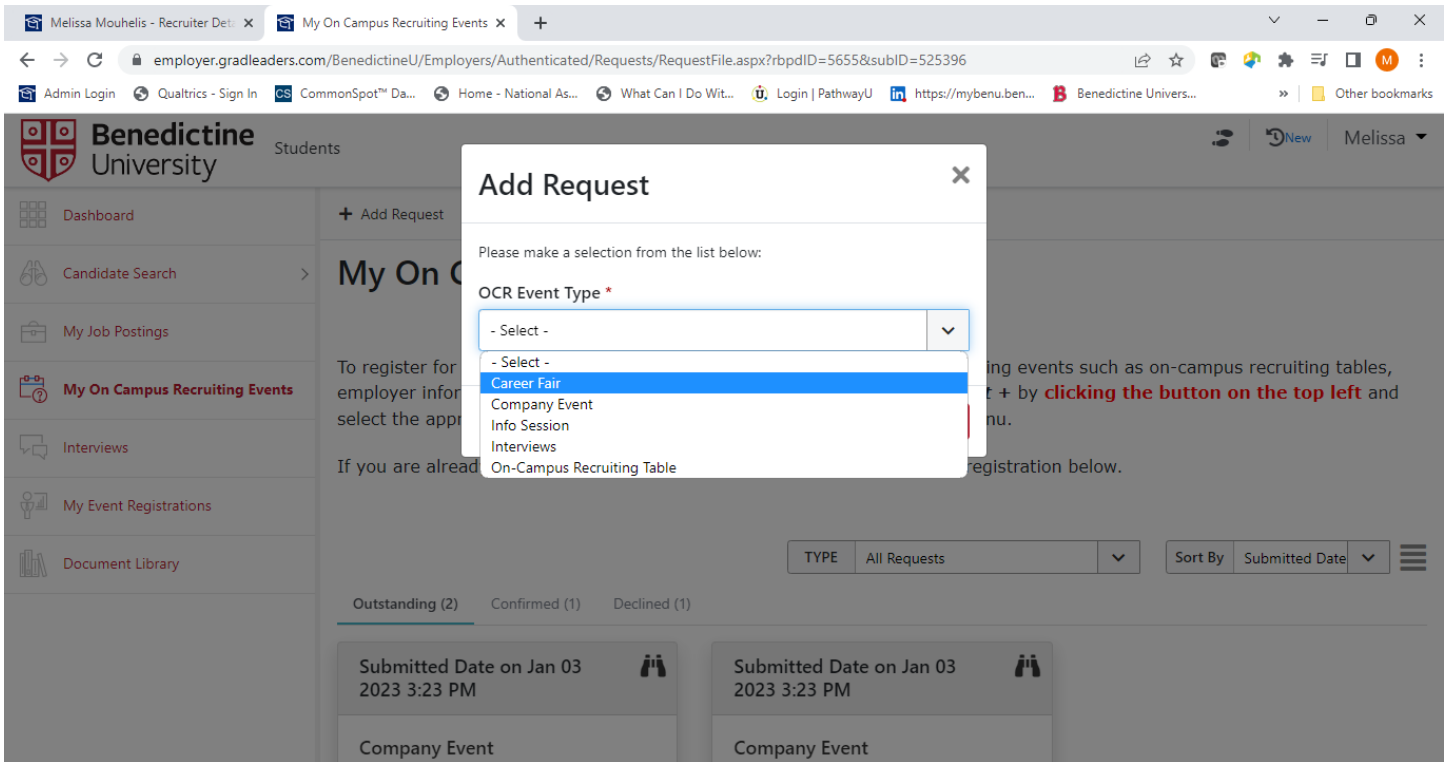
4. Type in your company name in case another recruiter has registered an employer account. If it is not there, click “add organization” and complete your profile.

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.)

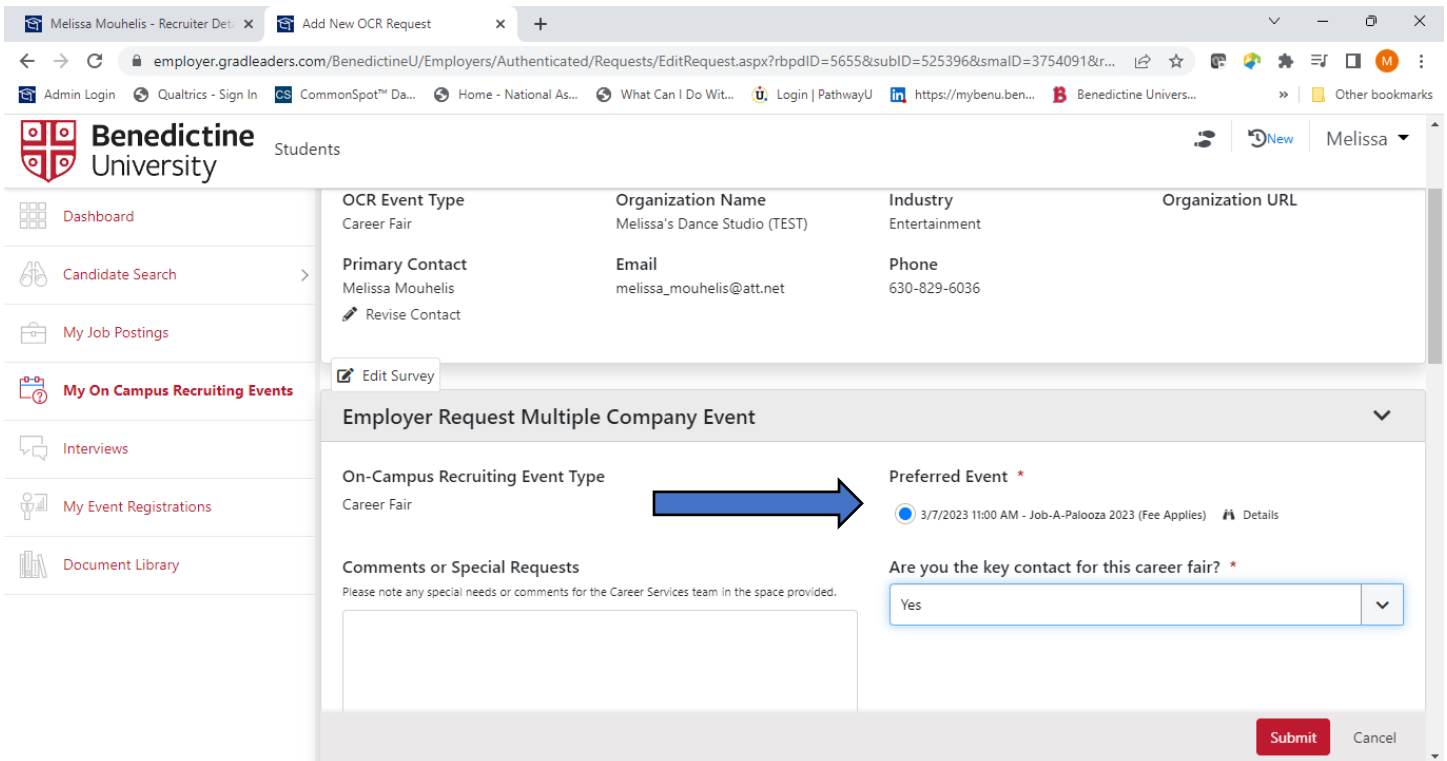
The screenshot shows the Benedictine University Students dashboard. The left sidebar contains navigation tabs: Dashboard, Candidate Search, My Job Postings, My On Campus Recruiting Events (highlighted with a blue arrow), Interviews, My Event Registrations, and Document Library. The main content area is titled "My On Campus Recruiting Events" and features a blue arrow pointing to a "+ Add Request" button in the top left corner. Below the title, there is instructional text and a table of event registrations. The table has columns for "TYPE" and "Submitted Date".

TYPE	Submitted Date	
Outstanding (2)	Confirmed (1)	Declined (1)
Submitted Date on Jan 03 2023 3:23 PM	Submitted Date on Jan 03 2023 3:23 PM	Submitted Date on Jan 03 2023 3:23 PM
	Company Event	

6. Click "Career Fair" from the drop-down menu.



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



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



- 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

+ Add to Cart