From the Career Center website, www.radford.edu/careers
Click Student Log In to HireAHighlander
Read "Career Seekers Be Alert", and other useful tip sheets
Click HireAHighlander for Students/Alumni ONLY
Log in with your Radford Username and Password. Click Login.

Calendar
View upcoming career fairs, events, and on-campus interviews.

Resource Library
Find valuable career resources (site in construction).

My Favorites
Your saved internship and job searches.
Access to "Job Agent" option to request daily notifications of new postings.

My Partners
Connections to social media (LinkedIn and Internships.com).

I want to...
Report A Hire: Click this link to let us know you have been hired. Congrats!
Create Resume Using Resume Creator: Optional resume guide.
View my Activity: Referrals, Event Registrations, Schedules, and more.

The Campus Career Coach
Great guides for resumes, cover letters, job searching, interviewing, and more.

GoinGlobal
Best resource for US students and alumni seeking internships and careers abroad; and for international students seeking employment in the US.

My Account
My Profile
Update your personal information, skills, and additional information.

My Documents
Upload resumes, cover letters, references, unofficial transcripts, and more.

My Connections
Social media that you have chosen to connect to HireAHighlander.

My Activity
View 5 main types of activity:
- Referrals: Resumes submitted to employers.
- Placements: Details about your current job placements.
- RSVPs: Your current Career Fairs and Workshops registrations.
- Job/Event Agents: Manage your Job and Event Agent emails from here.
- Survey Responses: Lists surveys responded to.
Choose the Job Search Tab to search for volunteer, internship, part-time and full-time job postings.

Use Keyword, Position, and Advanced Search features to define your search.

Click on Job ID / Job Title to learn more about the position and how to apply.

You may choose to “Add to Favorites” and “Save Search” and “Email me new jobs” from this screen.

Note: Employers may choose to set up interviews, using one of the following methods:

- Pre-select: The employer pre-screens applicants, and you are notified if you are selected for an interview.
- Open Schedule: Interviews are scheduled on a first-come-first-serve basis, if you meet the criteria.

Choose the Career Fairs & Events Tab to search for Career Fairs, Information Sessions, Information Tables, Orientations, and Workshops.

Search by Event Date, Category or Advanced Search.

Click on the Event for more information, to view employers, research the companies, and register.