

Faculty Guide to HFC Job Leads

HFC Job Leads is the Career Service Office’s online job board for students/graduates to connect with employers looking to hire HFC students and graduates. Now faculty and staff can access this site.

- Easily SEARCH job openings to see what is available to your students/graduates.
- Find out which employers are looking for students in YOUR PROGRAM.
- See what SKILLS these employers are seeking, and SALARY ranges they are offering.
- Easily print or copy positions to SHARE with your students.
- Find employers to ADD to your Program Advisory Committee.
- Quick access to all employers coming to campus for RECRUITING EVENTS (date, time, location) and the positions they are hoping to fill.

Go to careers.hfcc.edu and select the **Faculty** tab. From there you will see the HFC Faculty Login.

HFC FACULTY LOGIN

After selecting this button, you will be redirected to HFC Job Leads. See screen shot below.

**Search Employers
by Industry**

The screenshot shows the website interface with the following elements:

- Navigation Menu:** Home, My Students, Jobs, Co-op, **Employers** (circled in red), Events, Calendar, Resources, My Account.
- Header:** Welcome, test faculty. Search bar with a magnifying glass icon.
- Message Box:** To view a list of employers, click on the 'employers' link in the header.
- GETTING STARTED:**
 - Account Created
 - Privacy Settings
 - Personal Profile
- NEWS FEED:** (circled in red)
 - Upcoming Events:** HFC Career Expo on Thursday, Oct. 12, 2017, 3–6 pm in the Gym (H). Includes a graphic for the 6th Annual CAREER EXPO.
- JOBS SHORTCUTS:**
 - Search Jobs:** (circled in red)
 - Search jobs posted for HFC students.
 - (Set up a **SAVED** search to automatically send you jobs on a regular basis.)

Current students receive a biweekly email, listing all the jobs related to their program of study. See what they see.

2,385
EMPLOYERS ON HFC JOB LEADS

2,000+
JOBS POSTED THIS YEAR

67%
FULL-TIME POSITIONS