# 1. Go to www.pathwayscareerportal.org and click Register



Home    Candidate Database    Placement Opportunities    FAQs    Register    Sign In

## Welcome to the Pathways Career Portal

For Candidates and Hiring Managers, Please Sign In.

🌲 SIGN IN

Connecting student interns from the Pathways Program with hiring managers and opportunities at the U.S. Fish and Wildlife Service.

# 2. Select and fill out 'Hiring Manager' fields

**PATHWAYS CAREER PORTAL**

Home          Candidate Database          Placement Opportunities          FAQs          Register          Sign In

## Login to our site

Enter the username and password to login:

Username/Email Address

Password

**LOGIN**          *Forgot your password?*

## Sign up now

Fill in the form below to register:

| Candidate | Hiring Manager |

First Name *

Last Name *

Username *

Email *

Password *

Confirm Password *

**SIGN UP**

**3. Post a Job - this feature is located under "My Account" in the Dashboard. See below for additional guidance on job information to include. You will receive an email from the system when a candidate indicates interest in your position.**



Home    Candidate Database    Placement Opportunities    FAQs    🔔 0    My Account

Testarini Testarini

- 🏫 Dashboard
- ⊕ Post a New Job
- 💼 Manage Jobs
- 🤍 Saved Candidates
- 🏛 Change Password
- ↪ Logout
- 🗑 Delete Profile

## Post a New Job

Details  ✓ Confirmation

**Job Title ***

Example: php developer

**Major Duties / Job Description *** - Provide a brief description of the major duties, so students can identify what type of work this may entail

Visual | Text

**B** ≣ ≣ *I* U ≣ ≣ ≣ ≣ 🔗 ✂ ↶ ↷

**When creating job description in addition to major duties and the type of work please consider including the following as relevant:**

- Breakdown of office vs. field time
- Whether staff will be required to travel
- Any housing or relocation expenses provided
- Please share any relevant area "highlights" that may provide an Intern information about the job area.
- Add link to workstation website once migration to drupel is complete

# 4. In the Candidate Database use the filter on the left side to narrow your candidate search.   For example, use "graduation date" to identify candidates who will be available in your desired time frame



Home          Candidate Database          Placement Opportunities          FAQs          🔔 0          My Account

**Date Posted** ⌄

☐ Last Hour
☐ Last 24 hours
☐ Last 7 days
☐ Last 14 days
☐ Last 30 days
☑ All

**Degrees Received (Select all that apply)**

☐ Undergrad
☐ Masters
☐ Ph.D
☐ Technical Certificate
☐ Other

**Graduation Date** ⌄

☐ May 2021
☐ June 2021
☐ July 2021
☐ August 2021
☐ September 2021

**8 Candidates Found**
Displayed Here: 1 - 8 Candidates

⇅ Most Recent ⌄          ⇅ 10 Per Page ⌄

Anton Bartok ✔          ☰+ Save Candidate

Kayla Feist ✔          ☰+ Save Candidate

Nicholas Byrd ✔          ☰+ Save Candidate

Silmarie Padron ✔          ☰+ Save Candidate

cindy fury ✔          ☰+ Save Candidate

# 5. You can view your 'Saved Candidates' via the 'Saved Candidates' button

Home    Candidate Database    Placement Opportunities    FAQs    🔔 0    My Account

**Testarini Testarini**

- 👥 Dashboard
- ⊕ Post a New Job
- 💼 Manage Jobs
- ♡ Saved Candidates
- 🔒 Change Password
- ➡ Logout
- 🗑 Delete Profile

## Saved Candidates

Settings

### Kayla Feist
✉ Message    ◉ View Profile

### Anton Bartok
✉ Message    ◉ View Profile