Quick Facts for Getting Started in McCormickConnect

What is McCormickConnect? It is the on-line management tool employers can use to:
- View Profiles: Update your user profile information, view the company profile and other contacts
- Job Postings: Post and maintain new and current jobs for interns, co-ops, and entry level full-time
- Student Search: Search for candidates by major, degree, etc. and create resume packets
- Interviews: View a list of all interview schedules you have created
- On Campus Request: Request on campus information session, company day, or other events
- Events: View and register to attend upcoming opportunities on campus

Getting Started:

New to McCormickConnect:
1. Click here to register or go to https://employer.gradleaders.com/McCormick/Employers/Login.aspx?p=5736
2. The first time you login, you will be asked to agree to the McCormickConnect/GradLeaders Terms and Conditions
3. Type in your company name and click “Find Company”
4. If your company is listed, click “Select/Continue”
5. If your company name is not listed, click on “Add Company”
6. Complete all the necessary fields
7. Click “Save”

Already have a McCormickConnect account?
1. Click here or visit https://employer.gradleaders.com/McCormick/Employers/Login.aspx?p=5736
2. Enter your username (email address) and password
3. You may be required to accept the McCormickConnect/GradLeaders Terms and Conditions.
4. If you don’t know your password, go to “Forgot Password”, enter your email address and click “Find my Account”.

Once you have registered your account, it will be in pending status. An Employer Relations member will review and make active. An email notification will be sent within 48 business hours. If you do not receive your email notification within 48 hours, please contact our office at 847.491.3366.
To Create a New Job:

Option A:
1. From the Widget, “Job Postings”, click on “Post a New Job”.

Option B:
1. Click on “Job Postings” at the top of the Dashboard. Click on “Add” or to the far right, “Copy to New Posting” if you would like to copy a former job posting.

2. Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete. In the field, “Application Instructions,” enter the procedure in which a potential employee may apply for this position.
3. Click SAVE to update this information.
4. Note: Under the Contact Information section, you can choose to share your contact information should you desire.

Once your job has been added, it will be reviewed before getting posted for student viewing.

To see the status of a job posting:
From the top of the Dashboard:
For **Job Postings**, click on “Job Postings”
Select the tab “All Jobs”, “Current”, “Past”

To Modify a Current Job Posting:
1. From the Job Postings page, select the position you wish to update. Once the details of the position are displayed, you can edit the position or parameters of the job posting.
2. To make changes to the position details, click on “Edit Job Information” and make your changes. Once completed, click SAVE.
3. You can re-post an old job by clicking on the “Copy” icon near the top of the page.

Once your job has been modified, it will be reviewed before getting posted for student viewing.

To Submit an On Campus Request (Company Day, Information Session/Tech Talk, or Interview):

Option A:
1. In the widget or box labeled “Event & Interview Requests”, select the On Campus Event (OCR) Event type you would like to conduct from the drop down menu. Choices are Interviews, Your Company (Info Session, Meet & Greet, Company Day, etc.).
2. Click “Go”

Option B:
1. Alternatively, you can click on “On Campus Requests” at the top of the dashboard.
2. Click on the icon for the event you would like to conduct- Interviews or Your Company Only.

3. Complete all the necessary fields. The fields regarding “Position” allow us to know who your target candidates are for marketing purposes.
4. Click “Submit”
5. Your request will be reviewed and an Employer Relations team member will follow up with you to confirm final details.
To see the status of an event:
From the top of the Dashboard:
For Events, click on “Events” or “Interviews”
Select the tab for “Outstanding”, “Confirmed”, or “Declined”

To Register for Career Fairs, Networking Mixers, and More

**Option A:**
1. In the Widget or box labeled “Event & Interview Requests”, select the On Campus Event (OCR) Event type “Fairs, Networking, Mixers, & More.
2. Click “Go”
3. Check the box for the event you would like to attend.
4. Complete all the necessary fields. The fields regarding “Position” allow us to know who your target candidates are for marketing purposes.
5. Click “Submit”
6. Your request will be reviewed and an Employer Relations team member will follow up with you to confirm final details

**Option B:**
1. Alternatively, you can click on “On Campus Requests” at the top of the dashboard.
2. Click on the icon for “Fairs, Networking, Mixers & More”

If you have questions, please contact the Employer Relations team:

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