

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 sessions, company days, 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 <https://employer.gradleaders.com/McCormick/Employers/Login.aspx?jprid=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"

Once you have registered and if you posted a job, both your account and job will be in pending status. An Employer Relations team member will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at 847.491.3366.

Already have a McCormickConnect account?

1. Click [here](#) or visit <https://employer.gradleaders.com/McCormick/Employers/Login.aspx?jprid=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".

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. If you select "No", your contact information will not be available to potential employees.

To Make Changes to 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 Copy icon near the top of the page.

Once you add a job or make changes to a current job, the information will be reviewed by one of our Employer Relations team members before it is posted.

To Submit an On Campus Request:

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”
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

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.

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”

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

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

To Request an On Campus Interview

Option A:

1. In the Widget or box labeled “Event & Interview Requests”, select the On Campus Event (OCR) Event type “Interviews”
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 “Interviews”

3. Complete all the necessary fields.

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 or a job posting or event:

From the top of the Dashboard:

For **Events**, click on “Events” or “Interviews”

Select the tab for “Outstanding”, “Confirmed”, or “Declined”

For **Job Postings**, click on “Job Postings”

Select the tab “All Jobs”, “Current”, “Past”

Continue to explore McCormickConnect as there are a lot more things you can do! More information can be found in the Document Library which can be found at the top of the Dashboard.

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

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