

GoldPASS Employer User Guide

1 Register

2 Post

3 Hire

Tips and Tricks:

Edit Contact Information:

- ~ View Profile
- ~ Edit
- ~ Click Save

Post a Position:

- ~ Post and submit a new job for approval
*(GoldPASS allows for easy cut & paste)
- ~ Edit your job posting under my job list
- ~ Click the edit link & save changes
- ~ You can "copy a position" to save time
by recreating from a previous posting

Search for Candidates:

- ~ Find candidates and select your criteria
- ~ View the resumes (when available)

Register for a Career Event:

- ~ Select Career Fairs & Events
- ~ Register for the event/s
- ~ Click Register now
- ~ Review the cost for fair attendance

Request and On-Campus Interview:

- ~ Select add new interview schedule
- ~ Choose your hosting office and your
preferred interview date
- ~ The UMD campus office is UMD Career &
Internship Services

New Users:

Click Here to Register

- ~ Search for your organization
- ~ Add yourself as a contact
- ~ Read/Agree to User Agreement
- ~ Select Yes
- ~ Click Register

Initial Login

Go to goldpass.umn.edu

Employers: Login

- ~ Username
- ~ Password

