

HireRadyMBA FAQ Guide

[HireRadyMBA.ucsd.edu](https://hire RadyMBA.ucsd.edu) is a career management system powered by MBA Focus that allows employers to manage job and internship postings, search resume books, and register for Career Fairs. If you have any questions, please email careers@rady.ucsd.edu and a member of the MBA Career Connections Team will assist you.

If you are interested in recruiting undergraduate students at the UC San Diego, please visit the [Port Triton website](#) to register and post jobs and internships at the undergraduate level.

1. How do I log-in for the first time as a new user?

- Go to HireRadyMBA website
- Click “Create a new account”
- Enter your email address. Create a username and password for yourself
- Complete your recruiter profile before proceeding to the dashboard

2. How do I log-in subsequent times?

- Go to HireRadyMBA website
- Enter your username and password into the “Returning Users” box

3. How do I post a job or internship?

- Log-in to HireRadyMBA
- Click “Job Postings” on the blue bar at the top
- Click on the green plus sign icon that says “Add”
- Fill in the job posting form. The fields marked with a red asterisk are required.
- After you complete your posting, click “Save.”

NOTE: Your posting will not be viewable to students until after review and approval by the MBA Career Connections Team.

4. How do I view applicants for a job or internship?

- Log-in to HireRadyMBA
- Click “Job Postings” on the blue bar at the top
- Find the title of the job/internship posting
- Click on the number listed below “Applicants” to view resumes of student applicants

5. How do I register for an event?

- Log-in to HireRadyMBA
- Click “Event Registration” on the blue bar at the top
- If you have not done so, you will be asked to agree to a legal waiver
- Click on the green plus sign icon that says “Multi-Company Event”
- Select the event you wish to register for in the “Preferred Event” box Select the payment method for the event
- If more than one person from your company will be attending the event, please enter their information in the “Additional Attendees” section.

6. How do I view resume books?

- Employers can order resume books through the MBA Focus website and are offered free to employers. Go to: <https://www.mbafocus.com/UCSD>
- Choose the resume book you wish to order and click “Add to Cart”
- Review the shopping cart and click “Checkout”
- Enter your username and password from HireRadyMBA to complete the checkout