

the Massachusetts Institute of Technology Presents

In Association with:



CALTECH



COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK



Monday, February 25th to Friday, March 7th

www.monsterTRAK.com

EFAIR INSTRUCTIONS

FOR

EMPLOYERS

1. Go to the Efair link.
2. Click on **[Register]**.
3. Enter a user name and user password. *Remember this information for future reference.*
4. Re-enter your user password for verification.
5. Click on **[Move On]**.
6. Enter the Billing Information. All fields marked with an asterisk (*) are mandatory.
7. Click on **[Submit Billing]**.
8. Enter the Company Information. Again all fields marked with an asterisk (*) are mandatory. To make multiple selections where applicable, hold down the Ctrl key on a PC or the Command (Apple) key on Mac while you make your selections.
9. When complete, click on **[Move On]**.
10. Click on **[Add Recruiting Contact]** to add names to your list of contacts.
11. Click on **[Enter Job Opportunity]** to enter your job descriptions and click on **[Submit Job]** when the description is complete.
NOTE: The job listings will be placed in a holding bin for approval by the career centers at MIT, Cornell, Columbia, and Caltech.
12. Return to this Employer Menu to edit company or job information, and to access and download student contact information.
13. The students will submit their resumes directly to the contact name and information listed on the Job Opportunity.