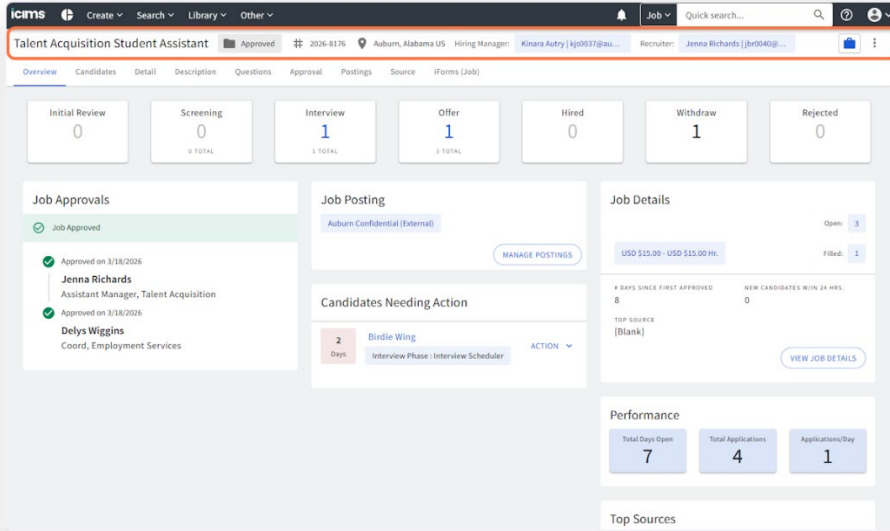


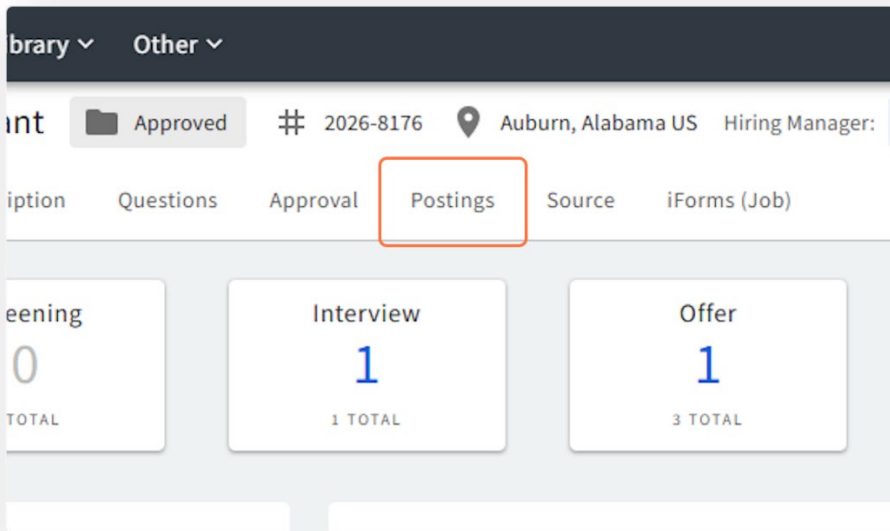


## How to Share Direct Hire Link

### 1. Navigate to the **Job Profile**



### 2. Click on **Postings**





3. Click on the **portal link**

<input type="checkbox"/>	Posted to	Status	Start Date
<input type="checkbox"/>	<a href="#">Auburn Confidential (External)</a>	<span>✓ Posted</span>	3/24/2026 4

## Posting Pop-up View

**AUBURN UNIVERSITY**    Apply    Give    AU Access    Search    ☰

Returning Candidate? [Log back in!](#)

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### Talent Acquisition Student Assistant

S-AL-Auburn    2026-8176    [Apply](#)

[Share Job](#)

#### Overview

Provide short-term support the Talent Acquisition team through screening applicants for minimum qualifications and employment eligibility.

While this role is temporary, Auburn HR experience is highly valued and could serve as a catalyst for future roles.

#### Responsibilities

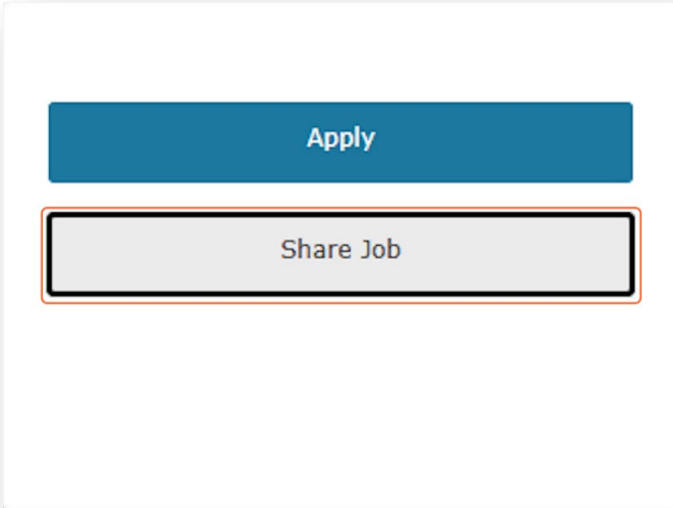
- Review applications in Applicant Tracking System
- Consistently apply standardized application screening procedures
- Change candidate status in ATS to release to search committee or disqualify
- Check that candidates are not on Do Not Rehire lists

#### Qualifications

Enrolled student at Auburn University



## 4. Click on **Share Job**



### *Share Job Pop-up View*

A screenshot of the "Share Job Pop-up View" on the Auburn University website. The page header includes the Auburn University logo, "Apply", "Give", "AU Access", "Search", and a menu icon. A link for "Returning Candidate? [Log back in!](#)" is visible. The main content area is titled "Talent Acquisition Student Assistant" with the location "US-AL-Auburn" and the ID "2026-8176". Below the title, there is a note: "Please tell us how we can get in touch with you and your referral. Fields marked with \* are required. \* indicates a required field." The form is divided into sections: "Your Information" with fields for "Your Full Name\*" and "Your Email\*"; "Please specify the individual you'd like to share this job with." with fields for "First Name\*", "Last Name\*", and "Email\*"; and a text area for "Enter comments you would like your referral to see".



## 5. Enter **your information**

AUBURN UNIVERSITY    Apply    Give    AU Access    Search    ☰

Returning Candidate? [Log back in!](#)

### Talent Acquisition Student Assistant

US-AL-Auburn    2026-8176

Please tell us how we can get in touch with you and your referral. Fields marked with \* are required.  
\* indicates a required field.

**Your Information**

Your Full Name\*    Your Email\*

First Name\*    Last Name\*

Email\*

Enter comments you would like your referral to see

## 6. Enter the **candidate's information**

\* indicates a required field.

**Your Information**

Your Full Name\*    Your Email\*

**Please specify the individual you'd like to share this job with.**

First Name\*    Last Name\*

Email\*

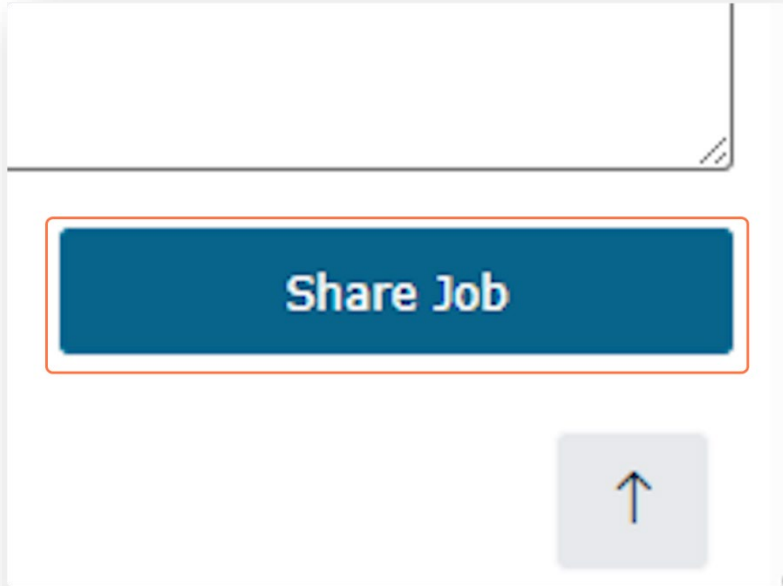
Enter comments you would like your referral to see

Share Job

↑



## 7. Click on **Share Job**



### Bulk Share

To share the job with multiple candidates at once, you may copy the URL and email it to the group directly.

