



INTERNATIONAL INSTITUTE OF COSMETOLOGY

JOB BOARD USER GUIDE



Find your next talent

Welcome to the International Institute of Cosmetology's Job Board! This job board was created to give beauty professionals a way to present their job opportunities to our student and alumni network. The job board is available 24/7 and is free to use. Below is a step-by-step guide to get started using our job board.

Register as an Employer

You will need to be registered in order to post a job

- Go to www.studyhair.com/jobs
- Click drop down menu "For Employers"
- Select the "Employer Registration"

- Fill out the information. You can use this to customize the representation of your company with logo, etc. Note that red asterisk * denotes a required field.
- Then once done click "Register"

Post a Job

Once Registered you may now post a Job!

- Go to www.studyhair.com/jobs
- Click drop down menu "For Employers"
- Select the "Post a Job"

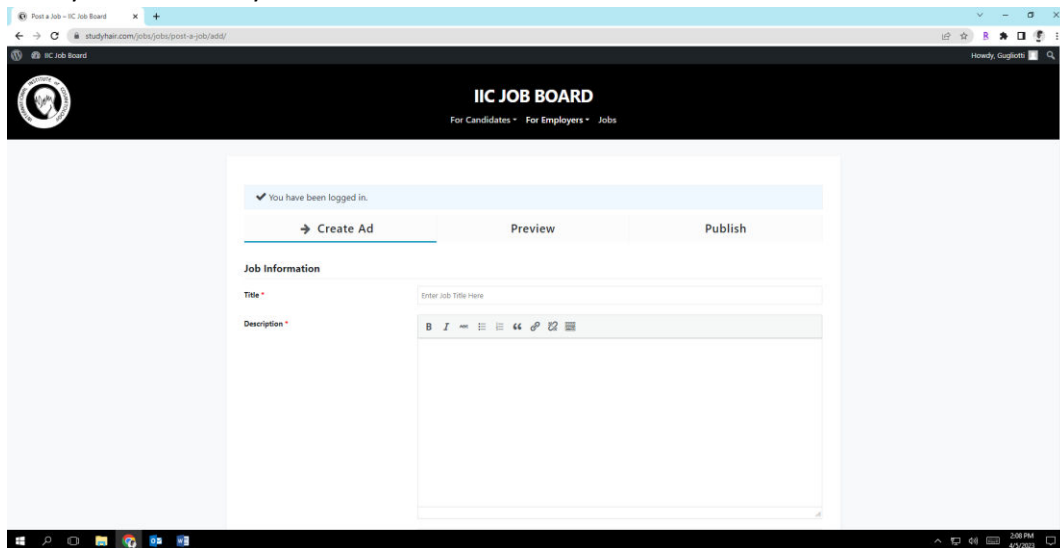
INTERNATIONAL INSTITUTE OF COSMETOLOGY

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(860)571-0330 | admissions@studyhair.com

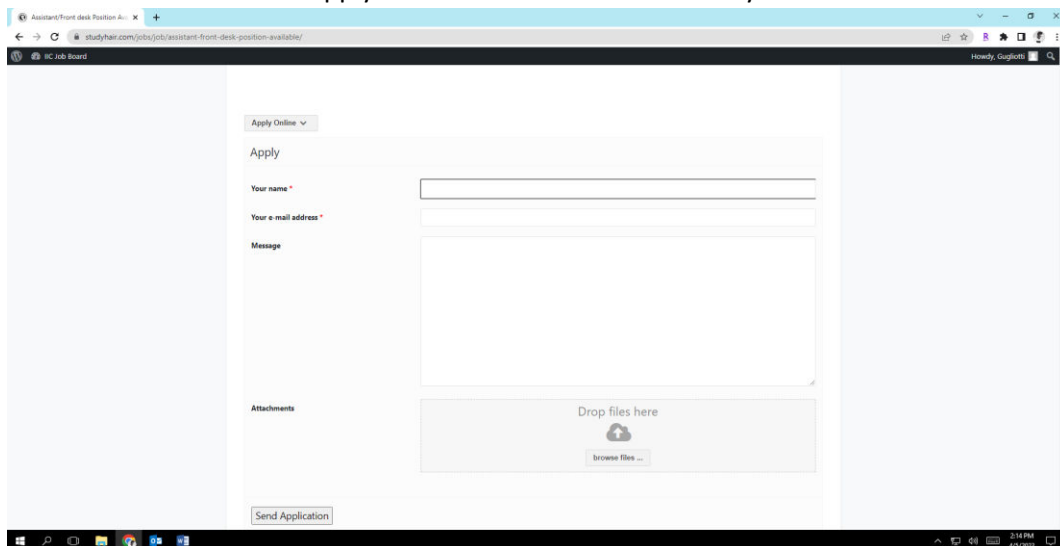
- You will then have to log in using the email address and password you submitted at registration.
- If you don't remember your password click on "forgot password" in the red panel on top banner
- Now you can create your Job Ad



- Use this area to personalize your ad. Select from already specified Job Types and Categories. Note that red asterisk * denotes a required field.
- When ready click "preview" to preview your ad
- When you are happy with the Preview of your ad, click "Publish"

Candidate Applications

- When candidate selects "apply online" button this is what they see:



- The applicant must submit name and email address and is encouraged to leave a message and add attachments such as resume.

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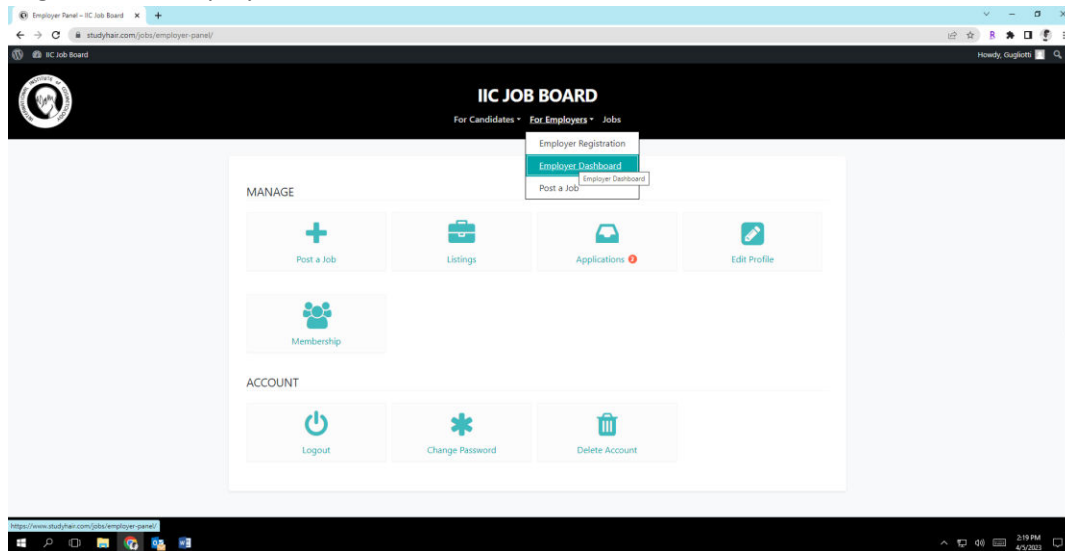
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Employer Dashboard

Once candidate clicks send application, you will receive an email notification from “IIC Job Board” to the specified email address used at registration.

- Log into the “employer Dashboard”



- Here you can review the candidate applications, post a job, manage listings, edit profile, or change password.

We hope you enjoy the simplicity of this job board and we encourage you to come back often to post jobs. Thank you for supporting IIC students and Alumni.

Kind Regards,
IIC Career Placement Team

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