

LOGGING ON TO SMART RECRUITERS FOR HIRING MANAGERS SEEKING JOBS

1. Be sure you are logged into the employee portal first.
2. On the portal, click the Smart Recruiters Link at the bottom of the page and log in. If you have an Active Directory (AD) account, sign in with your network login and password combination (like how you log in to your work computer). If you don't log onto a work computer with a network account, your username will be your employeeid#@aspensnowmass.com plus your password.
3. Once you are logged in to the Smart Recruiters internal career seeker site, you can search and set alerts for all internally posted jobs. Some of our jobs are only posted internally, so be sure to set a job alert so you do not miss out on an opportunity.
4. If you find a position you would like to apply for, click on the circle on the top right of the screen (usually this circle contains your initials or a picture). Then select the "Switch to Employee Portal" link in the drop down menu (see below).
5. Continue to apply for this position through this new page.
6. If you need assistance, please contact [IT Support](#) or the [Talent Acquisition Team](#)

