

If you haven't found the answer to your question(s) through our Quick Start Guide, please feel free to contact your Career Center Administrator on campus or download the more detailed documentation in Help Section of your eRecruiting site.

Update Your Profile

- Log into your **eRecruiting** account
- Click on the **Profile** tab on the navigation bar
- Click on the desired view: **Personal Info, Academics, Future Plans or Administration**
- Click **Edit**
- Update your profile information
- Click **Save**

Upload Your Documents

- Log into your **eRecruiting** account
- Click on the **Documents** tab on the navigation bar
- Choose the document type in the **Upload Documents** section
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

Searching for Jobs, Internships, and Co-ops

- Log into your **eRecruiting** account
- Click on the **Jobs & Internships** tab on the navigation bar
- In the Specific Search section, choose to search for **Jobs, Internships or Co-ops** (if applicable)
- Narrow your search by selecting the search criteria or click **See More Search Options** link to broaden your search criteria
- Click **Search**
- Click on the **Job Title** to view the details of the job

Searching for Employers

- Log into your **eRecruiting** account
- Click on the **Employers** tab on the navigation bar
- Locate the **Employer Search** section
- Search alphabetically by selecting the first letter of the employer name
- Search for a specific employer by typing the name of employer in the **Employer Name** field
- Search for an employer by industry by selecting one industry or multiple industries in the **Industry** field
- Click **Search**

Creating and Using Search Agents

- Log into your **eRecruiting** account
- Click on the **Jobs & Internships** tab on the navigation bar
- Locate the **Specific Search** section
- Select the **Jobs, Internships or Co-ops** tab
- Enter Search criteria in **Basic Search** or click on the **See More Search Options** link for more search criteria
- Select the check box **Save this search criteria as a "Saved Search"**
- Click **Search**
- Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches
- Click **Save**

Publishing a Resume to a Resume Book

- Log into your **eRecruiting** account
- Select the **Documents** tab from the navigation bar
- Locate the **Publish Resumes** section and click **Go**
- View the Resume Books in the **Additional Resume Books** section
- Choose your Resume from the **Publish Resume** dropdown on the coordinating Resume Book entry
- Click **Save**

Applying for a Job

- Log into your **eRecruiting** account
- Search for Jobs (See **Searching for Jobs** section on previous page)
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page
- Click **Apply**
- Select a **Resume, Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**

Signing up for an Interview

- Log into your **eRecruiting** account
- Click on the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** your application and the interview sign-up date has arrived, you may sign up for an interview slot
- Click on **Details/ Sign Up...**
- On the Application Details page, under **Employer Decision**, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** radio button associated with the time slot you desire
- Click **Save** and your slot will be reserved

Creating a Folder of Jobs

- Log into your **eRecruiting** account
- Search for Jobs (see **Searching for Jobs** section on previous page)
- The **Search Results** page displays all relevant positions
- Select the checkbox to the left of the jobs names that you would like to save to a folder
- Locate the drop down box in the upper left hand corner of the table
- Choose **Create A New Folder** from the drop down box (or **save selected to a folder** to add to an existing folder)
- Click **Go**
- Enter a name for the new **Folder**
- Click **Save**

Searching for a Career Center or Employer Event

- Log into your **eRecruiting** account
- Click on the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop down box to search for a specific type of event
- Search by **Employer Name** to search for events hosted by a specific employer
- Search for and view all events for the current month by selecting the link at the top of the calendar under **Upcoming Events**
- View all events for other months by using the **view another month** drop down box
- Click on the numeric day link in the calendar to view all events for a specific day
- From any calendar search results, click on the **Event Name** for more event details