

EDITION

2002



---

eRecruiting?

# Student Guide

# Table of Contents

<b>1. ERECRUITING™ CONVENTIONS.....</b>	<b>2</b>
1.1 TERMINOLOGY.....	2
1.2 TOOLS.....	3
<b>2. STUDENT PROFILE, PASSWORD AND DOCUMENTS.....</b>	<b>4</b>
2.1 UPDATING YOUR PROFILE.....	4
2.2 UPDATING YOUR PASSWORD.....	4
2.3 UPLOADING YOUR DOCUMENTS.....	4
<b>3. SEARCHING.....</b>	<b>6</b>
3.1 SEARCHING FOR JOBS, INTERNSHIPS, AND CO-OPS.....	6
3.2 SEARCHING FOR EMPLOYERS.....	6
3.3 CREATING AND USING SEARCH AGENTS.....	7
<b>4. RESUME BOOKS.....</b>	<b>8</b>
4.1 PUBLISHING A RESUME TO A RESUME BOOK.....	8
4.2 REMOVING A RESUME FROM A RESUME BOOK.....	8
<b>5. JOBS.....</b>	<b>9</b>
5.1 APPLYING FOR A JOB.....	9
5.2 SIGNING UP FOR AN INTERVIEW.....	9
5.3 DECLINING AN INTERVIEW.....	10
5.4 CHANGING INTERVIEW TIME.....	10
5.5 WITHDRAWING AN APPLICATION FROM A JOB.....	10
<b>6. FOLDERS.....</b>	<b>11</b>
6.1 CREATING A FOLDER OF JOBS.....	11
6.2 OPENING A FOLDER OF JOBS.....	11
6.3 DELETING A FOLDER OF JOBS.....	11
<b>7. CALENDAR.....</b>	<b>13</b>
7.1 VIEWING AN EVENT.....	13
7.2 SIGNING UP FOR AN EVENT.....	13

# 1. eRecruiting™ Conventions




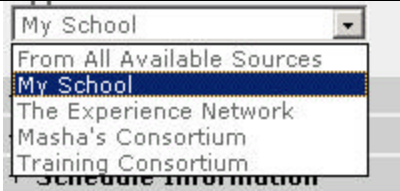









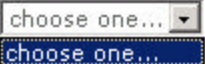








## 1.1 Terminology

Throughout this document standard terminology has been used to refer to system conventions. The following is a list of standard terms

Term	Use
<b>Experience Network</b>	The <b>Experience Network</b> is a nationwide network of employers who list their jobs with eRecruiting career centers, allowing students to find jobs with network employers that do not recruit at their school and allowing employers to find qualified job seekers from schools nationwide.
<b>Active</b>	A job in the system that is <b>Active</b> is one that is currently deployed to at least one school. Jobs that are archived, or that are created but not yet deployed, are <b>Inactive</b> .
<b>Alternate</b>	An <b>Alternate</b> is a job seeker that has not been accepted for an interview, but the employer has left a window where the job seeker may sign up for an interview slot if any remain after all accepted candidates have signed up for interviews. Employers have the option to accept new applications for an interview, reject them, or give them <i>alternate</i> status.
<b>Applicant</b>	<b>Applicant</b> describes someone who has accepted for an interview (whereas <i>application</i> describes anyone who has applied for a jobs.)
<b>Application</b>	<b>Application</b> describes anyone who has applied for a job. (This differs from <i>applicant</i> , who has accepted for an interview.)
<b>Bundle</b>	A <b>Bundle</b> is a group of documents or applications that you choose to group together for various purposes.
<b>Deploy</b>	When a job is <b>Deployed</b> , the job is now searchable by job seekers at a school.
<b>Resume Book</b>	<b>Resume books</b> are sets of student resumes grouped by a career center according to its own selected categories, such as organized by class or major.
<b> Screener</b>	A <b>Screener</b> is a set of questions that are created to get additional information from job seekers who apply to jobs.
<b>Unresolved</b>	A job that is <b>Unresolved</b> still has associated applications that have not received an interview decision.

## 1.2 Tools

The following is a list of tools for managing information in the system.

Function	Action	Example
<b>Drop down</b>	<ul style="list-style-type: none"> <li> Click on the arrow to the right of the textbox</li> <li> Scroll to the item</li> <li> Click on the item to insert it in the textbox</li> </ul>	
<b>Button</b>	<ul style="list-style-type: none"> <li> Click on the button to perform the action</li> </ul>	
<b>Icon</b>	<ul style="list-style-type: none"> <li> Click on the image to view a form</li> </ul>	
<b>Navigation bar</b>	<ul style="list-style-type: none"> <li> Click on the arrow to see a list of options</li> <li> Scroll to the option</li> <li> Click on the item to display the form</li> </ul>	
<b>Menu item</b>	<ul style="list-style-type: none"> <li> Click on an item in the list</li> </ul>	
<b>Link</b>	<ul style="list-style-type: none"> <li> Click on the underlined phrase to display the form</li> </ul>	<p><a href="#">Welcome to the eRecruiting website!</a></p>
<b>Tab</b>	<ul style="list-style-type: none"> <li> Click the tab to jump to the area</li> <li> OR</li> <li> Click the tab to start the action</li> </ul>	
<b>Textbox</b>	<ul style="list-style-type: none"> <li> Click in the textbox and type</li> </ul>	<p>Student ID:</p> <input type="text"/>
<b>Radio button</b>	<ul style="list-style-type: none"> <li> Click in the button, click a different button to cancel</li> </ul>	<input type="radio"/> Full Time
<b>Checkbox</b>	<ul style="list-style-type: none"> <li> Click to check, click again to uncheck</li> </ul>	<input type="checkbox"/>

## 2. Student Profile, Password and Documents

Your account profile contains your personal information, academics, future plans, and other background information. To display your account profile, simply click on the **Profile** tab on the main navigation bar. Your Account Profile page is displayed.

If you apply to a job or choose to publish your resume in a resume book or in the Experience Network, employers have the ability to search your profile and resume. Some profile data - like ethnicity or gender - is available only to university staff and is not viewable by employers.

### 2.1 Updating your Profile

Action	Steps
Update Your Profile	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Profile</b> tab on the navigation bar</li> <li>/// Click on the desired view: <b>Personal Info, Academics, Future Plans, or Administration</b></li> <li>/// Update your profile information</li> <li>/// Click <b>Save</b></li> </ul>

### 2.2 Updating your Password

Action	Steps
Update Your Password	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Profile</b> tab on the navigation bar</li> <li>/// Click on the <b>Change Password</b> link</li> <li>/// Enter <b>Current Password, New Password, and Confirm Password</b></li> <li>/// Click <b>Save</b></li> </ul>

### 2.3 Uploading your Documents

Action	Steps
Update Your Documents	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Documents</b> tab on the navigation bar</li> <li>/// Choose the document type in the <b>Upload Documents</b> section</li> <li>/// Click <b>Browse</b> to select your document from your local machine</li> <li>/// Choose the correct document and click <b>Open</b></li> <li>/// Click <b>Upload</b></li> </ul>

---

	<i>✍</i> Wait for the application to convert the document to <b>PDF</b> format before use
--	---

**Note:** Every student must have one resume designated as his or her **Primary Resume**. The original resume uploaded into the system will default to be the primary resume. On occasion, your career center may refer your resume to an employer. If you have multiple resumes uploaded, your **Primary Resume** is the one that will be forwarded to employers on your behalf.

### 3. Searching

The Quick Search section on the right side of your home page allows you to find jobs based on the criteria from their job descriptions. You will only be able to search for jobs that are currently active. If you use an Advanced Search, you have the option of saving your search and entering more search criteria. This allows you to create a search agent and perform the search in the future with one click on a link from your home page.

In addition to searching for specific types of jobs through the Jobs section, eRecruiting also allows you to search for specific employers or find employers according to their industry. You can also save employer information to folders that you create and organize to help you manage your job search.

#### 3.1 Searching for Jobs, Internships, and Co-ops

Action	Steps
Searching	<ul style="list-style-type: none"> <li><del>///</del> Log into your <b>eRecruiting</b> account</li> <li><del>///</del> Click on the <b>Jobs &amp; Internships</b> tab on the navigation bar</li> <li><del>///</del> In the Specific Search section, choose to search for <b>Jobs, Internships or Co-ops</b></li> <li><del>///</del> Narrow your search by selecting the search criteria or click <b>See More Search Options</b> link to broaden your search criteria</li> <li><del>///</del> Click <b>Search</b></li> <li><del>///</del> System returns the search results that satisfy your search criteria</li> <li><del>///</del> Click on the name of the job to view the details of the position</li> </ul>
Another way to Search	<ul style="list-style-type: none"> <li><del>///</del> Log into your <b>eRecruiting</b> account</li> <li><del>///</del> Locate the Quick Search box on your Home page</li> <li><del>///</del> Type keywords in the "Enter Keywords" field</li> <li><del>///</del> Select <b>Jobs, Internships or Co-ops</b> radio button</li> <li><del>///</del> Click <b>Search</b></li> <li><del>///</del> System returns the search results that satisfy your search criteria</li> <li><del>///</del> Click on the name of the job to view the details of the position</li> </ul>

#### 3.2 Searching for Employers

Action	Steps
Searching for Employers	<ul style="list-style-type: none"> <li><del>///</del> Log into your <b>eRecruiting</b> account</li> <li><del>///</del> Click on <b>Employers</b> tab on the navigation bar</li> <li><del>///</del> Locate the <b>Employer Search</b> section</li> <li><del>///</del> Search alphabetically by selecting the first letter of the employer name</li> </ul>

	<ul style="list-style-type: none"> <li><del>///</del> Search for a specific employer by typing the name of employer in the <b>Search by Employer Name</b> section</li> <li><del>///</del> Search for an employer by selecting an industry in the <b>Search by Industry</b> section</li> <li><del>///</del> Click <b>Search</b></li> <li><del>///</del> System returns the search results that satisfy your search criteria</li> </ul>
--	---

### 3.3 Creating and Using Search Agents

Action	Steps
<p><b>Creating and Using Search Agents</b></p>	<ul style="list-style-type: none"> <li><del>///</del> Log into your <b>eRecruiting</b> account</li> <li><del>///</del> Click on <b>Jobs &amp; Internships</b> tab on the navigation bar</li> <li><del>///</del> Locate the <b>Specific Search</b> section</li> <li><del>///</del> Select the Jobs, Internships or Co-ops tab</li> <li><del>///</del> Enter Search criteria in <b>Basic Search</b> or click on the <b>See More Search Options</b> link for more search criteria</li> <li><del>///</del> Select the check box <b>Save these search criteria as a 'Saved Search'</b></li> <li><del>///</del> Click <b>Search</b></li> <li><del>///</del> Name the search in the <b>Saved Search Name</b> field</li> <li><del>///</del> Choose whether to receive email notifications of job matches</li> <li><del>///</del> Click <b>Save</b></li> <li><del>///</del> The search will be saved in the "Saved Search" section on the "Jobs and Internships" page</li> </ul>

## 4. Resume Books

Once you have uploaded a resume to eRecruiting, you can attach that resume to jobs that you apply for. But you need to publish your resume to "resume books" to allow employers to find you through the system. Resume books are categories of resumes selected by your career center to help match employers with the right students. A resume book is likely to include groupings like Senior Marketing Majors; Media Internship Candidates, etc. In addition to your school's resume books, you can also publish your resume to the nationwide Experience Network, which allows employers in addition to those that recruit directly at your school to find your resume in the eRecruiting system.

### 4.1 Publishing a Resume to a Resume Book

Action	Steps
Publish Resumes	<ul style="list-style-type: none"> <li><i>///</i> Log into your <b>eRecruiting</b> account</li> <li><i>///</i> Select the <b>Documents</b> tab from the navigation bar</li> <li><i>///</i> Locate the <b>Publish Resumes</b> section and click on the <b>Go</b> link</li> <li><i>///</i> View the Resume Books in the <b>Additional Resume Books</b> section</li> <li><i>///</i> Choose your Resume from the <b>Publish Resume</b> dropdown on the coordinating Resume Book entry</li> <li><i>///</i> Click <b>Save</b></li> </ul>

**Note:** Certain resume books are restricted to students who meet criteria defined by the career center. You may view the restrictions by clicking on the **See Qualifiers** link

### 4.2 Removing a Resume from a Resume Book

Action	Steps
Remove Published Resumes	<ul style="list-style-type: none"> <li><i>///</i> Log into your <b>eRecruiting</b> account</li> <li><i>///</i> Select the <b>Documents</b> tab from the navigation bar</li> <li><i>///</i> Locate the <b>Publish Resumes</b> section and click on the <b>Go</b> link</li> <li><i>///</i> View the Resume Books in the <b>Published Resume Books</b> section</li> <li><i>///</i> Choose <b>Remove Resume from Book</b> from the <b>Published Resume</b> dropdown on the coordinating Resume Book entry</li> <li><i>///</i> Click <b>Save</b></li> </ul>

## 5. Jobs

The Jobs section is used to search and apply for jobs. There are various methods to search for jobs by industry, name, application deadlines, and much more. The Jobs section also provides you with quick links to predefined searches and folders of jobs that you can create.

### 5.1 Applying for a Job

Action	Steps
Apply for Job	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Jobs &amp; Internships</b> tab on the navigation bar</li> <li>/// Search for a Job (see <b>Searching for Jobs, Internships, Co-ops</b> section above)</li> <li>/// Locate <b>How to Apply</b> section of the Job details page</li> <li>/// Click <b>Apply</b></li> <li>/// Select a <b>Resume, Cover Letter, or Other Document</b> that meets the requirements</li> <li>/// Click <b>Submit</b></li> </ul>

**Note:** Your application document(s) will be sent to the employer. You will be notified through email when the employer makes a decision on your application. The **Applications** section will also show the status of the employer's decision.

### 5.2 Signing up for an Interview

Action	Steps
Sign Up for Interview	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Applications</b> tab on the navigation bar</li> <li>/// The Applications page displays with a list of your active applications</li> <li>/// The status of your active applications is displayed in the Employer Decision column</li> <li>/// Once an employer has <b>Accepted</b> your job application, you may sign up for an interview slot</li> <li>/// Click on <b>Details/ Sign Up...</b></li> <li>/// On the Application Details page, under <b>Employer Decision</b>, click on <b>Sign up for Interview</b></li> <li>/// On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the <b>Time</b> radio button associated with the time slot you desire</li> <li>/// Click <b>Save</b> and your slot is reserved</li> </ul>

**Note:** If the Application Sign Up date hasn't occurred, you must wait until that date to sign up for an interview slot.

### 5.3 Declining an Interview

Action	Steps
Decline Interview	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Applications</b> tab on the navigation bar</li> <li>/// The Applications page displays with a list of your active applications</li> <li>/// The status of your active applications is displayed in the Employer Decision column</li> <li>/// Once an employer has <b>Accepted</b> your job application, you may sign up for an interview slot</li> <li>/// Click on <b>Details/ Sign Up...</b></li> <li>/// On the Application Details page, under <b>Employer Decision</b>, click on <b>Decline Interview</b></li> <li>/// Click <b>Decline</b></li> </ul>

### 5.4 Changing Interview Time

Action	Steps
Change Interview Time	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Applications</b> tab on the navigation bar</li> <li>/// The Applications page displays with a list of your active applications</li> <li>/// Click on <b>Details/ Sign Up...</b> link for the desired position</li> <li>/// On the Application Details page, under <b>Employer Decision</b>, click on <b>Choose a Different Interview Slot</b></li> <li>/// On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the <b>Time</b> radio button associated with the time slot you desire</li> <li>/// Click <b>Save</b> and your slot is reserved</li> </ul>

### 5.5 Withdrawing an Application from a Job

Action	Steps
Withdraw Application	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Applications</b> tab on the navigation bar</li> <li>/// Click on the <b>Details/ Sign up...</b> link of the desired application</li> <li>/// Click <b>Withdraw</b></li> <li>/// Click <b>Withdraw</b> on the confirmation page, or click <b>Back</b> to cancel Withdrawal</li> </ul>

**Note:** Employers are able to set a **Withdrawal** date for each position. If this date has occurred, you will be unable to withdraw that particular application.

## 6. Folders

eRecruiting allows you to group job listings in folders. Saving jobs in folders allows you to manage your job search and keep track of your applications more easily. For example, you can create folders with names like Jobs in California; Strong Prospects; Management Jobs; etc.

### 6.1 Creating a Folder of Jobs

Action	Steps
Creating Folders	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Jobs &amp; Internships</b> tab on the navigation bar</li> <li>/// Search for a Job (see <b>Searching for Jobs, Internships, Co-ops</b> section above)</li> <li>/// The <b>Opportunity Search Results</b> Page displays all relevant positions</li> <li>/// Select the checkbox to the left of the jobs names that you would like to save to a folder</li> <li>/// Locate the drop down box <b>save selected to a folder</b></li> <li>/// Choose <b>Create A New Folder</b> or save the positions to an existing folder</li> <li>/// Click <b>Go</b></li> <li>/// Enter a name for the new <b>Folder</b></li> <li>/// Click <b>Save</b></li> <li>/// The selected jobs are now saved in the folder</li> </ul>

### 6.2 Opening a Folder of Jobs

Action	Steps
Opening Folders	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Jobs &amp; Internships</b> tab on the navigation bar</li> <li>/// Locate the <b>Folders</b> Section</li> <li>/// Click on the <b>View all of your folders</b> link</li> <li>/// Click on the desired Folder Name</li> </ul>

### 6.3 Deleting a Folder of Jobs

Action	Steps
Deleting Folders	<ul style="list-style-type: none"> <li>/// Log into your <b>eRecruiting</b> account</li> <li>/// Click on the <b>Jobs &amp; Internships</b> tab on the navigation bar</li> <li>/// Locate the <b>Folders</b> Section</li> <li>/// Click on the <b>View all of your folders</b> link</li> <li>/// Select the checkbox to the left of the folder name(s) that you would like to delete</li> <li>/// Click <b>Delete</b></li> </ul>

	<p><i>///</i> Click on <b>OK</b> when prompted <b>Are you sure you want to Delete the selected folder(s)?</b></p>
--	---

## 7. Calendar

---

The Calendar provides a convenient way to view and sign up for events. The Calendar is fully integrated with employer profiles and career center events. That is, scheduled events from the employer profiles are automatically available in the Calendar. For example, when a new interview schedule is created for a job, the Experience eRecruiting Network automatically adds it to the Calendar.

### 7.1 Viewing an Event

---

Action	Steps
View an Event	<ul style="list-style-type: none"> <li><i>///</i> Log into your <b>eRecruiting</b> account</li> <li><i>///</i> Click on the <b>Calendar</b> tab on the navigation bar</li> <li><i>///</i> Click on the <b>Event Name</b> link</li> <li><i>///</i> A pop up box will display the event information</li> <li><i>///</i> Click <b>Close</b></li> </ul>

### 7.2 Signing up for an Event

---

Action	Steps
Sign up for an Event	<ul style="list-style-type: none"> <li><i>///</i> Log into your <b>eRecruiting</b> account</li> <li><i>///</i> Click on the <b>Calendar</b> tab on the navigation bar</li> <li><i>///</i> Search by <b>Event Type</b> or <b>Employer Name</b></li> <li><i>///</i> Click on the <b>Event Name</b></li> <li><i>///</i> Located the <b>Sign Up Information</b> section</li> <li><i>///</i> Click on <b>Sign Up</b></li> </ul>