

## eRecruiting™ Student Quick Start Guide

With eRecruiting you can search up-to-the-minute information for specific positions related to your interests. Job postings are added every weekday. Remember that employers and agencies posting here are specifically interested in UMass Amherst students. If you haven't found the answer to your question(s) through the Quick Start Guide, please feel free to contact Career Services at 413-545-2224 or download the more detailed documentation in the Help Section of your eRecruiting site.

### Updating Your Profile

- Log into your **eRecruiting** account
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
- Select the desired view: **Personal Info, Academic Info, Career Preferences, Continued Academics or Administration**
- Click the **Edit** link at the top of the section you wish to edit
- Update your profile information
- Click **Save**

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

- Log into your **eRecruiting** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keywords, Job Function** and/or **Location**, or select one of the other searches in the **More Searches** section
- After selecting your job search criteria, click **Search**
- Use the toolbar to further **Refine** your search results
- Click on the **Job Titles** to view the details of the jobs
- For other quick, easy job searches, use the **1-Click Searches** on the **Job Search** page

### Creating and Using Saved Searches

- Log into your **eRecruiting** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keyword, Job Function** and/or **Location**, or use one of the other searches in the **More Searches** section.
- After selecting your job search criteria, click **Search**
- Under **More Search Options** in the top left hand corner, select to **Save Your Search**
- Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches
- Select the job source from the **Show Me Jobs...** section
- Click **Save**

### Creating a Favorite Jobs Folder

- 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 you would like to save to a folder
- Locate the **Save Jobs As Favorites** drop down box in the lower left hand corner of the results page
- Choose **Create A New Folder** from the drop down box or select an existing folder
- Click **Go**
- Enter a name for the new **Folder**
- Click **Save**

### Uploading Your Documents

- Log into your **eRecruiting** account
- Select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type on the **Upload a Document** page and click **Next**
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

### Applying for Jobs, Internships and Co-ops

- 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**

### Monitoring On-Campus Recruiting and Other Events

- Log into your **eRecruiting** account
- To browse all events, select **Career Center Calendar** under the **Calendar** tab on the navigation bar
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link
- To search for a specific event by event type or employer name, select **Calendar Search** under 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
- From any calendar search results, click on the **Event Name** for more event details