

jobsforgators

1. Go to: www.uhd.edu/jobsforgators ; choose **student** option.

2. **Student Login** will appear. If you—

A. have never been in the Career Services database:

Follow the instructions **New Users**

Once registered, create a profile by clicking **My Account**

You will receive notice when your profile is approved

Upload a resume (it is required)

You will receive notice when your resume is approved

All these steps must be completed to have full access to the database

OR

B. were once registered in Career Services eRecruiting but your account is inactive:

Follow the instructions **New Users**

Once registered, create a profile by clicking **My Account**

You will receive notice when your profile is approved

Upload a resume (it is required)

You will receive notice when your resume is approved and can then use the database

All these steps must be completed to have full access to the database

OR

C. Career Services eRecruiting account is *active*:

Follow the instructions for **Registered Users**

Your login is your Student ID (no br290_), Your password is the same as it was for e-Recruiting

Update your profile (click **My Account**) or you will not be able to apply for jobs

Upload a resume (it will be required) or update the one we carried over from e-Recruiting

All these steps must be completed to have full access to the database

3. Helpful advice!

-Being careless when preparing your profile or resume can cost you a job (see the **My Account** tab)

-Login at least weekly as long as you are looking for a job. **Although you may not find what you are looking for the first time you browse opportunities, we submit new jobs DAILY so the database is ever-changing! Check it often!**

-UHD is a small school, so when you find a job/internship that suits your needs you will not be competing with a lot of candidates. Don't wait to apply – apply now!

-We purposefully limit your options in sorting the jobs so that you consider jobs you might not have thought about searching for.

-Remember some employers may not use the word “Internship.” You might see a full-time or part-time job that would qualify for Field Experience (internship) credit and would also be great experience on your resume.

-Pay attention to more than the **Job Search** tab in the database-- **Announcements, Calendar, Resource Library**, (your personal) **Tasks List, Upcoming Events, Report a Hire** are all important aspects of your job search.

4. For Help

-For a sample resume and cover letter and instructions see the “Resource Library” in the database

-For questions with the database or to make an appointment with a career counselor call 713-221-8980 or email uhdcareer@uhd.edu

- There is more job search and career information on our website www.uhd.edu/career