

Jobs for Jays



Elizabethtown College

Student CSO Guide

Access the following website: www.etown.edu/career

1. **New Users - Registration:** If you are not a current user, click on "Click here to Register!" and follow the directions on that page.
 - Click on the "Click here to Register!" link.
 - Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk.
 - Click on the Submit Profile button

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (717) 361-1206.

2. **Existing Users:** Log into system using your Username and Password

Existing Users - Update your profile

- Existing Users - Update your profile
- Put your cursor over My Account and select My Profile
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).

Upload your documents

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

Searching for Jobs and Internships

- Put your cursor over Jobs and select Job Search
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply
- You can save your search and choose to be emailed about new jobs by clicking on Save Search

IF YOUR ACCOUNT IS PENDING, THEN THE OPTIONS BELOW ARE NOT AVAILABLE TO YOU. YOU WILL BE EMAILED ONCE YOUR ACCOUNT IS ACTIVATED.

Searching for Interview Schedules: Qualified and Future Schedules

Future Schedules:

In our system you will be able to look at all current schedules in the system under the Future Schedules menu, but you cannot apply or sign-up on these schedules. Go to Qualified Schedules to apply or sign-up on a schedule.

- Put your cursor over Interview Schedules and select Future Schedules
- Fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the Schedule ID to see the specifics of the position

Searching for Career Events:

- Click on the Career Events menu
- You will see a list of all current Career Events (Career Fairs, Teacher's Expos, etc.)
- To view details, employers registered and/or RSVP, click on the Career Event's name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event.

Viewing Your Activity

- Put your cursor over My Account and select My Activity
- There are 4 types of activities that you can view:
 - *Referrals* – These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded your resume.
 - *Placements* – These are your current job placements and details.
 - *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity that is still pending for you, under the Preselection Activity section.
 - *RSVPs* - These are the Career Events that you are currently RSVPed for.