

ON CAMPUS RECRUITMENT – ONLINE

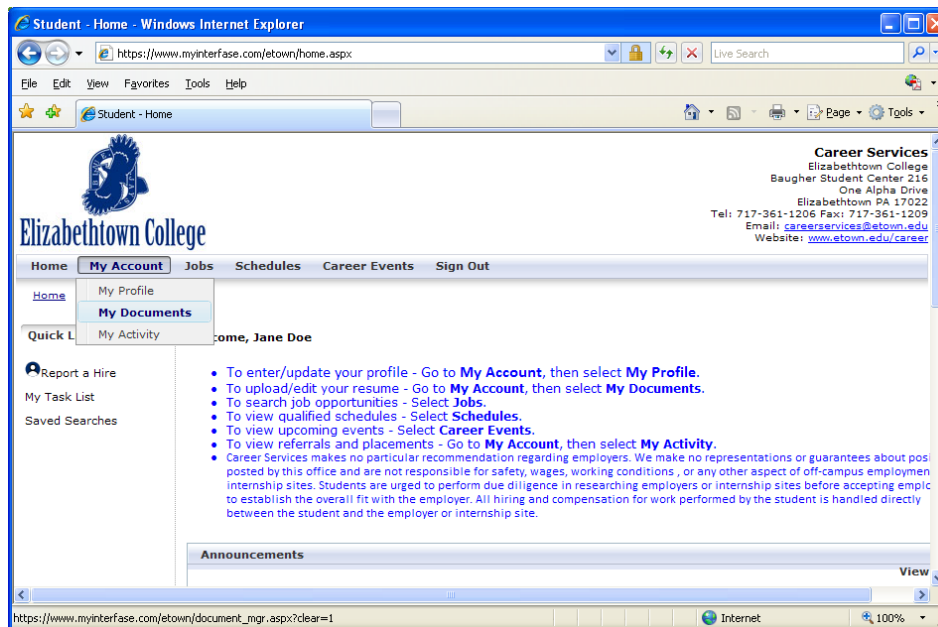
Fall On Campus Recruiting: September – November

Spring On Campus Recruiting: February – April

All jobs and internships descriptions & qualifications are posted on Jobs for Jays

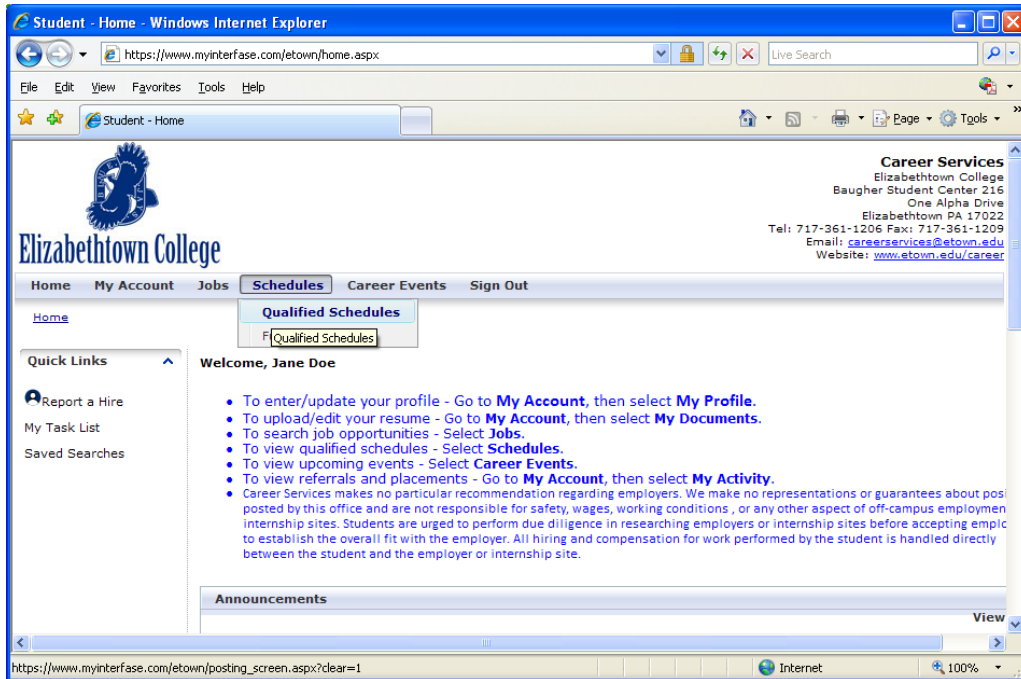
1. Login to Jobs for Jays www.ETOWN.EDU/career Click on Student Login
 - a) Register with the system if you haven't already
 - b) You will need to create a profile

2. Upload resume
 - a. Click on: My Account
 - b. Click on: My Documents

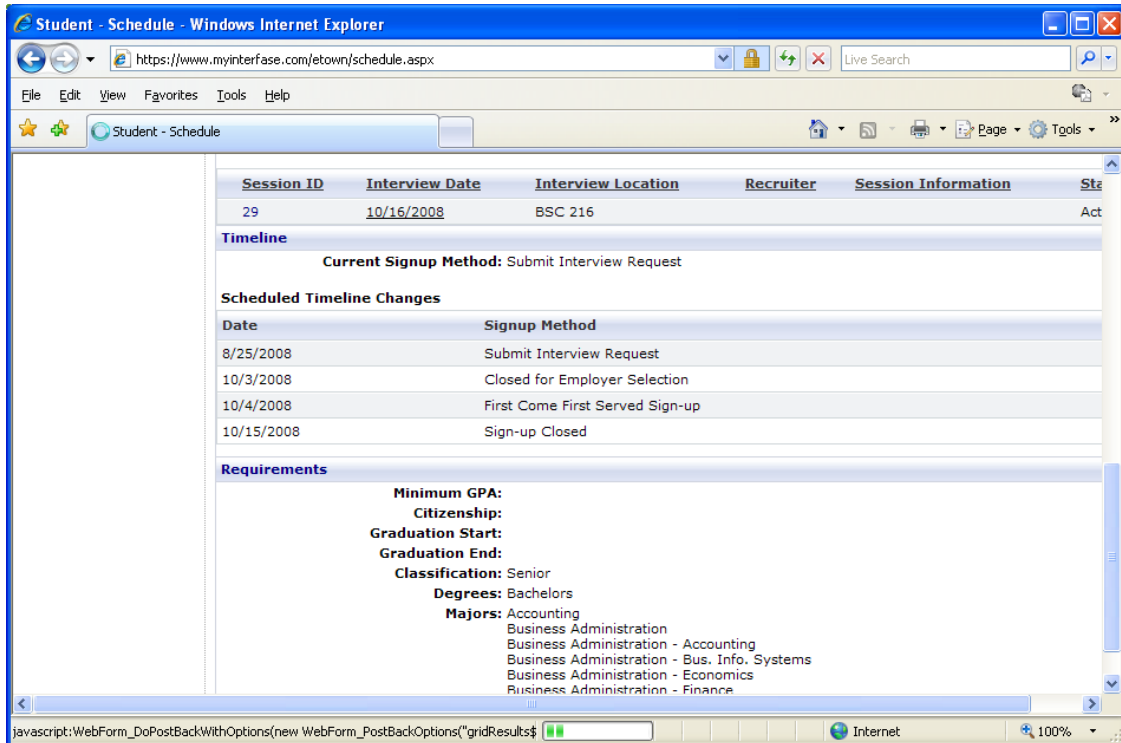


3. You will not be able to Request an Interview unless you have a resume attached to your profile.

4. To view positions: Click on Schedule - Qualified Schedules:



5. Access a schedule profile by clicking on the schedule ID or the job title in the search results page.
 - a. If you do not have a resume on file, you will receive an error message.
6. If you'd like to submit a resume for interview consideration:
 - a. Click on the Request Interview link on the left
7. Once you select the documents, click on the Save Button to submit the information
8. You will receive a confirmation message
9. Employers will start selecting candidates
 - a. If you are Accepted, you will receive an email stating your acceptance
 - b. If you are Not Accepted, you will receive an email stating your non-acceptance
10. If you are accepted, you will need to schedule an Interview:
 - a. Under the job description schedule that you have been accepted:
 - i. Click on Interview Date

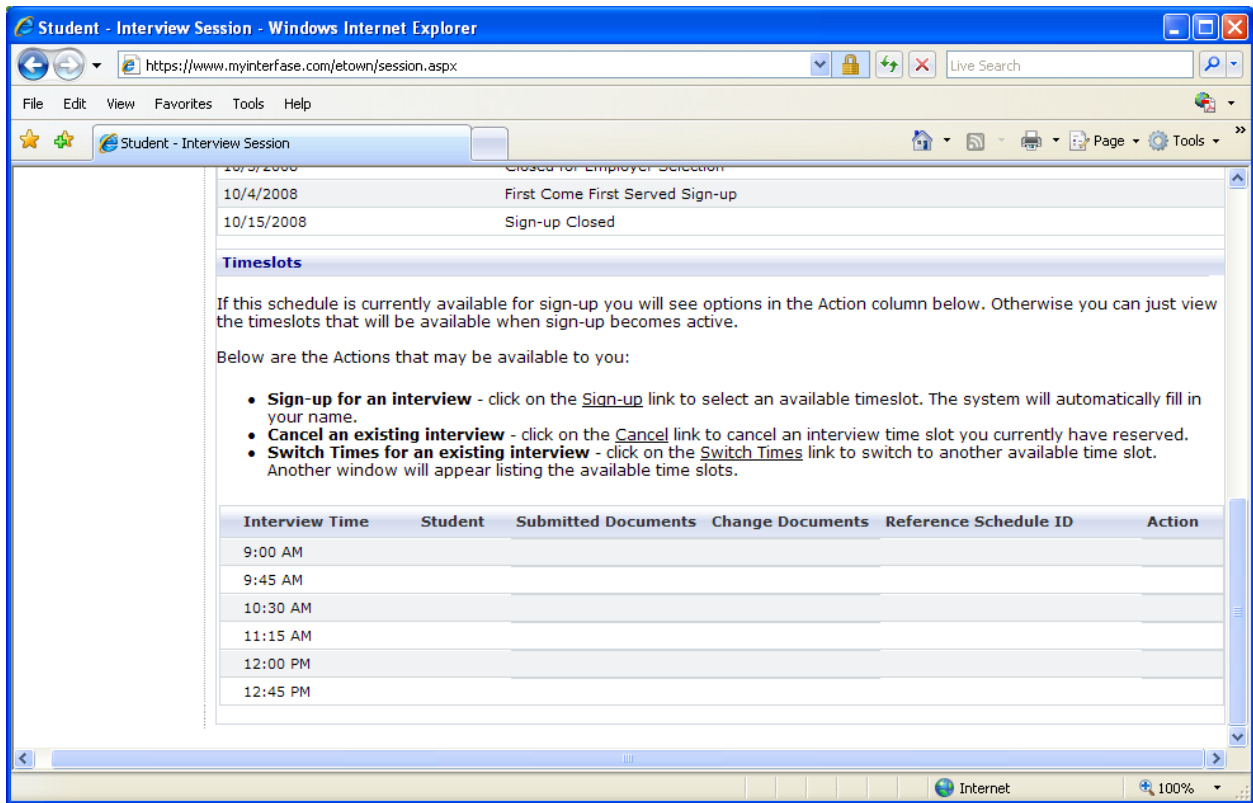


11. This will allow you to schedule an available time for an interview on the Interview Day.

If this schedule is currently available for sign-up you will see options in the Action column below. Otherwise you can just view the timeslots that will be available when sign-up becomes active.

Below are the Actions that may be available to you:

- **Sign-up for an interview** - click on the Sign-up link to select an available timeslot. The system will automatically fill in your name.
- **Cancel an existing interview** - click on the Cancel link to cancel an interview time slot you currently have reserved.
- **Switch Times for an existing interview** - click on the Switch Times link to switch to another available time slot. Another window will appear listing the available time slots.



If you have any questions or trouble scheduling your interview, please call Career Services at 717-361-1204.

CAREER SERVICES
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717-361-1206
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