



### Registering with eRecruiting

This guide is designed to help you navigate through eRecruiting. In order to register with the Office of Career Services, you must complete a personal profile and upload your resume into eRecruiting. Once your registration is completed, you will be able to search for job vacancies in our database, have your resume sent to employers at their request, and participate in On-Campus Interviews.

### ● **Logging Into eRecruiting**

If you have never registered with Career Services before, click “Take me to eRecruiting” from the web page you were on. After the log in page of eRecruiting loads, click on ‘Create account’ located in the lower, left-hand side, and begin completing the fields under “Register for an Account.” Follow the instructions given below to complete your student/alumni profile and begin using eRecruiting.

### ● **Creating Your Profile**

Creating your profile is the first step in the registration process. To do so, follow these steps:

1. Complete as many fields as you can. All fields marked with red are mandatory and must be filled out. However, we strongly recommend completing the form in its entirety.
2. Fields with menu choices may allow more than one selection. To choose more than one option, hit the Ctrl key and click on each choice with the mouse.
3. **“Current Education” section** - When making selections in the “Major/Concentration” box under “Current Education,” choose **every** major or major-concentration that you are currently earning a degree in or have earned a degree in at Southeastern or any other university if it is included in our list of majors. Select multiple options by using the Ctrl key. Entering both your current and past education information in this box will allow Career Services to more effectively match job opportunities to your education and qualifications. Any degrees/majors earned in the past that are not listed in the “Major/Concentration” box may be added in the “Previous Education” section.
4. **“Future plans” section** - Please select **all** options that might apply to your employment interests in the selection boxes labeled “Industry” and “Job Function” under “Career Preferences.” Select multiple options by using the Ctrl key.
5. **IMPORTANT!!!** After completing the registration process, click on “Save”.

You can return back to this section to edit your profile later. The sections you may edit are Personal Information, Academics, Future Plans, and Administration.

### ● **Uploading Your Resume**

In order to fully utilize eRecruiting and our Resume Referral Service, you must upload a resume to the system. Please note that resumes submitted must adhere to basic standards of format and content. See the [‘Resume Tips’](#) page on our website for details regarding this requirement. Resumes not adhering to our basic standards will be deactivated from our system and you will be asked to make improvements to your resume and to re-upload. Please note we offer [resume workshops](#) and Career Counseling appointments to assist you. When you are ready to upload your resume, follow these steps:

1. Click on “Documents” and then “Upload a Document” from the drop-down menu.
2. Select “Resume” from the given document choices and click “Next.”
3. Make sure your file is accessible to the computer and click “Browse.”
4. Navigate to your file, and click “Open.”
5. Click “Upload.”

**NOTE:** *By registering and uploading your resume to eRecruiting, you are voluntarily giving Southeastern Louisiana University and the Office of Career Services permission to release your resume and other career related documentation in printed or electronic format for the purpose of assisting you in finding employment.*

## ● **Editing an Existing Resume**

Once you have uploaded your resume, you may wish to edit it. You cannot actually go in and edit your resume. You have to upload a new one by doing the following:

1. Upload your updated resume by following the above instructions.
2. You may now delete the resume you wish to remove. However, if the resume you wish to remove is set as the Primary Resume, you must follow steps 3-5 below.
3. Go to Change Your Primary Resume.
4. From the Select New Primary Resume drop-down menu, select the updated resume.
5. Click the “Change” button.
6. You may now delete your outdated resume if you choose.

## ● **Publishing Your Resume to a Resume Book**

A resume book is a collection of student/alumni resumes. They allow Career Services to collect resumes of students/alumni interested in a particular company, industry, job type, etc., for distribution to employers. You are not required to put your resume into a resume book on order to complete your registration. However, if you do see a resume book that you qualify for and would like to have your resume in, follow these steps:

1. Click on “Documents” and then “publish a resume” from the drop-down menu.
2. Under Additional Resume Books, locate the Resume Book of your choice.
3. Select your resume you wish to publish from the pull-down menu next to the Resume Book you have chosen.
4. Locate any other resume books you wish to publish to, and select your resume next to those as well.
5. Click “Save” at the bottom.

## ● **Searching for Job Vacancies/Internships**

Employers have posted various job vacancies and internships with our office. To search for and view these opportunities, follow these instructions:

1. Select “Jobs & Internships” and then “job search” from the drop-down menu.
2. Input your search criteria in the fields.
3. If you wish to save your search criteria, check the box next to “Save this search criteria as a Saved Search.” After you name your “Saved Search,” you may choose “yes” on the following option if you would like to receive email notifications about any posted job that matches your “Saved Search” criteria.

NOTE: This option saves only the search criteria, not the search results.

4. Click “Save.”
5. Your search results will then be displayed. To find out more about a certain opportunity, click on the position title. To view an employer’s profile, click on the employer name.

## ● **Calendar Events**

You can view upcoming events hosted by Career Services or employers associated with Career Services.

1. Select “Calendar” and then “calendar search” from the drop-down menu.
2. Search by the type of event by selecting an event from the drop-down menu.
3. If you find an event you wish to sign up for, and that particular event allows you to sign up online, click “Sign Up.”