

Registering with Student Employment via eRecruiting

This guide is designed to help you utilize eRecruiting to search for part-time jobs and internships.

Begin by opening Internet Explorer on the computer and going to www.selu.edu/career. Click on Students and Alumni, then click on the **Student Employment** link under the “Job Placement Assistance” box and then **Part-Time Jobs**. This will take you to the Student Employment webpage. Read the section under **Off-Campus Part-Time Jobs**. The instruction guide link on the page is the same guide you are reading from right now, so you do not have to read the guide on the computer. Simply click on **eRecruiting** and follow the rest of the directions on this form to begin searching for a job.

- **Logging Into eRecruiting**

If you have never registered with Career Services or Student Employment before, click on **create account** on the main page, and complete the fields under ‘Register for an Account.’ When you return to eRecruiting, all you have to do is log in from the eRecruiting homepage using your username and password that you create.

- **Creating Your Profile**

Next, you will be asked to complete your personal profile. All fields marked with a red dot are mandatory and must be filled out. Below you will also find instructions on other fields that you are required to complete. Any remaining fields are not required but can be filled out if you wish.

Your profile will include:

- Personal Information

For **Student ID** type your W# including the “W”

- Academic Information

- Future Plans

For **Job Function** and **Period of Employment** select “Not Specified”

- Administration

If you do not select to receive emails from us, we will not be able to update you about new job opportunities.

- MBA Placement

You do not have to fill out anything in this section.

IMPORTANT!!! Click “Save” at the bottom to complete the process.

If you just click “Close” your information will be lost. You can return back to your personal profile to edit your information at any time.

- **Searching for a Part-time Job**

From the eRecruiting Homepage look for the “**Jobs & Internships**” box in the middle of the page.

(NOTE: This “Jobs & Internships” search feature is also available on any page in eRecruiting, and is located in the gray navigation bar at the top right. Mouse over it and select “job/internship search” from the drop down list.)

- Under “Opportunity Type” select **Job**
- In the “Keywords” line, type **SE**
- Click **Search**

When the results appear, all jobs should begin with “SE”. If they do not, you can refine the search by using the gray box located just to the left of your search results labeled “Refine Your Search”. Under “Posted By”, click on “Southeastern Louisiana Univ”.

- At the top of the page, to the left, you can choose to save your search criteria as a saved search. Doing so will allow you to perform a simple one-click search for all part-time jobs in the system. You will be asked to name and save this search. We recommend calling it “Part-time jobs,” but you can call it something else. You should also select, “Posted by My Career Center Only.” After you save it, your search results will appear. Also, saving your search will enable the system to automatically email you every time a new Student Employment job is entered in the system.
- Look through the jobs listed and apply for the ones you are qualified for and interested in. Contact information will be listed along with application procedures for the job. Please follow the application procedures carefully.

- **Searching for an Internship**

From the eRecruiting Homepage look for the “**Jobs & Internships**” box in the middle of the page.

(NOTE: This “Jobs & Internships” search feature is also available on any page in eRecruiting, and is located in the gray navigation bar at the top right. Mouse over it and select “job/internship search” from the drop down list.)

- Under “Opportunity Type” select **Internship**
- In the “Keywords” line, type **SE**
- Click **Search**

When the results appear, all internships should begin with “SE”. If they do not, you can refine the search by using the gray box located just to the left of your search results labeled “Refine Your Search”. Under “Posted By”, click on “Southeastern Louisiana Univ”.

- At the top of the page, to the left, you can choose to save your search criteria as a saved search. Doing so will allow you to perform a simple one-click search for all internships in the system. You will be asked to name and save this search. We recommend calling it “Internships,” but you can call it something else. You should also select, “Posted by My Career Center Only.” After you save it, your search results will appear. Also, saving your search will enable the system to automatically email you every time a new Student Employment internship is entered in the system.
- Look through the internships listed and apply for the ones you are qualified for and interested in. Contact information will be listed along with application procedures for the internship. Please follow the application procedures carefully. Internships often require you to have a resume in order to apply.

*** If you are interested in viewing all internship opportunities available via eRecruiting (not just ones listed by Southeastern’s Career Services Office), simply conduct your search without typing “SE” in the keyword line, and make sure “Show only jobs from my Career Center” is NOT checked.

- **One-Click Searches**

A quick way to conduct a search for Student Employment Jobs or Internships is to use one of the One-Click Searches already set up to search for either part-time jobs or internships. From the Job Search Main page look for the One-Click Searches box. Clicking on either of the “Student Employment” searches will bring up the stated results. (Note: This is a quick way to conduct either of the long searches detailed above. The benefit of doing the longer search above is that you can save your search criteria and receive an email notification every time a new job or internship is entered.)

- **Uploading Your Resume**

You are not required to upload a resume into eRecruiting in order to utilize Student Employment services.

However, if you are applying for internships or co-ops, it may be a good idea to have a resume in the system because the employers that offer these positions generally require a resume in order to apply. Please note that resumes submitted must adhere to basic standards of format and content. See the ‘Resume Tips’

(http://www.selu.edu/admin/career_srv/stu_alum/career_counseling/resume_assistance/index.html) 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. When you are ready to upload your resume, follow these steps:

1. Look for “Documents” on the top menu bar, mouse over it, and select “upload a document”
2. On the “Upload A Document page”, select **Resume** and click **Next**
3. Make sure the file is accessible by the computer and click “Browse”
4. Navigate to your file, and click “Open”
5. Click “Upload”

- **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. Be sure to name it something different from the one that is already in eRecruiting.
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 the “Change Your Primary Resume” box.
4. From the “Select New Primary Resume” drop-down menu, select the **Updated** resume.
5. Click the “Change” button.
6. Now you can delete your old resume if you choose.