



ALUMNI INSTRUCTIONS

If you haven't found the answer to your question(s) through our Quick Start Guide, please feel free to contact Susan Booth at 513-745-3140 at the Career Services or download the more detailed documentation in the Help Section of your eRecruiting site.

Update Your Profile

- Log into your eRecruiting account at <http://xavier.erecruiting.com/er/security/login.jsp>
- Your user name is your **FULL** e-mail address (e.g. muskie@xavier.edu) and your password is your birthdate (yyyymmdd).
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
- Select the desired view: **Personal Info**, **Academic Info**, **Career Preferences**, **Continued Academics** or **Administration**
- Click the **Edit** link at the top of the section you wish to edit
- Update your profile information
- Click **Save**

Upload Your Documents

- Log into your eRecruiting account
- Select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type on the **Upload a Document** page and click **Next**
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

Publishing a Resume to a Resume Book

By Publishing your resume to a Resume Book, you are giving permission to all employers within Xavier University's eRecruiting system to view your document(s) and to contact you. You are also allowing XU career development staff members to forward your resume to interested employers.

- Log into your eRecruiting account
- Select **Publish a Resume** under the **Documents** tab on the navigation bar
- View the Resume Books in the **Additional Resume Books** section
- Choose your Resume from the **Publish Resume** dropdown on the coordinating Resume Book entry
- Click **Save**

Searching for Jobs

- Log into your eRecruiting account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keywords**, **Job Function** and/or **Location**, or select one of the other searches in the **More Searches** section
- After selecting your job search criteria, click **Search**
- Use the yellow toolbar to further **Refine** your search results
- Click on the **Job Titles** to view the details of the jobs
- For other quick, easy job searches, use the **1-Click Searches** on the **Job Search** page

Searching for Employers

- Log into your eRecruiting account
- Select **Employers Search** under the **Employers** tab on the navigation bar
- Search alphabetically by selecting the first letter of the employer name
- Search for a specific employer by typing the name of employer in the **Employer Name** field
- Search for an employer by industry by selecting one industry or multiple industries in the **Industry** field
- Click **Search**
- Click on the **Employer** name to view the employer profile

Creating and Using Search Agents

- Log into your eRecruiting account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keyword**, **Job Function** and/or **Location**, or use one of the other searches in the **More Searches** section.
- After selecting your job search criteria, click **Search**
- Under **More Search Options** in the top left hand corner, select to **Save Your Search**
- Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches
- Select the job source from the **Show Me Jobs...** section
- Click **Save**

Applying for a Job

- Log into your eRecruiting account
- Search for Jobs (*See **Searching for Jobs** section on previous page*)
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page
- Click **Apply**
- Select a **Resume**, **Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**

Signing up for an Interview (ALUMNI HAVE LIMITED ACCESS TO ON CAMPUS INTERVIEWING-PLEASE CONTACT THE CAREER SERVICES CENTER FOR MORE DETAILS)

- Log into your eRecruiting account
- Select **Your Active Applications** under the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** your application and the interview sign-up date has arrived, you may sign up for an interview slot
- Click on **Details...**
- On the Application Details page, under **Employer Decision**, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** radio button associated with the time slot you desire
- Click **Save** and your slot will be reserved

Creating a Favorite Jobs Folder

- Log into your eRecruiting account
- Search for Jobs (*see **Searching for Jobs** section on previous page*)
- The **Search Results** page displays all relevant positions
- Select the checkbox to the left of the jobs you would like to save to a folder
- Locate the **Save Jobs As Favorites** drop down box in the lower left hand corner of the results page
- Choose **Create A New Folder** from the drop down box or select an existing folder
- Click **Go**
- Enter a name for the new **Folder**
- Click **Save**

Searching for a Career Center or Employer Event

- Log into your eRecruiting account
- To browse all events, select **Career Center Calendar** under the **Calendar** tab on the navigation bar
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link
- To search for a specific event by event type or employer name, select **Calendar Search** under the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop down box to search for a specific type of event
- Search by **Employer Name** to search for events hosted by a specific employer
- From any calendar search results, click on the **Event Name** for more event details