



CAREER *services* CENTER

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XAVIER
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Best Practices: Recruiting at Xavier University eRECRUITING TUTORIAL

Maximize your usage of the eRecruiting system by learning the basic to advanced components with a step-by-step tutorial, conveniently scheduled between morning and afternoon Best Practices sessions so that you may stay after or arrive early to participate.

Participants will login to their own accounts and learn how to:

- Create and edit internships and jobs
- Manage your applications
- Schedule On-Campus Interviews
- Review your calendar
- Utilize Resume Books
- And much more!