

INSTRUCTIONS FOR eRECRUITING

Compatible Computers

eRecruiting runs on any PC/Mac with the following browsers: IE 5.0 or later, Netscape 4.75 or later, and AOL 6.0 or later. You must have Adobe Acrobat 4.0 or higher installed to view resumes (in .PDF format) and a resolution of 800 x 600. To determine what browser version is installed, click on "help" on the Internet tool bar. Next, scroll to the last option on the drop list and click on "about..." The browser version will display here. To determine if Adobe Acrobat is installed, go to the start menu, select programs then scroll to the top of the list of programs. The lists of programs installed on the machine are in alphabetical order. If you do not see Adobe Acrobat listed, then you can install it from the eRecruiting website. If your computer does not have the required browser version or Acrobat Reader installed, you must download the correct software (free at Microsoft, Adobe, and Netscape websites). If you have problems, contact Career Services, ext. 5238. The computer lab is located in the intermediate level of Curry Library. It is open many daytime, evening and weekend hours when school is in session. Contact the lab for an exact schedule. The computer lab is accessible to alumni and other non-students by special arrangement. Contact Career Services if you fall into this category.

Accessing Your Software

1. **Click on your Internet browser** (specified above), and go to the Career Services home page, which is <http://www.jewell.edu/career/> (Bookmark this site!) Click on "here" after student seeking a position. This will bring you to the eRecruiting student log-in page. You may also directly link to the software at <http://wjc.erecruiting.com>. **Provide Career Services with a unique username and password.** You may change your PASSWORD once in eRecruiting to preserve your privacy. Do not self-register if you have filled out a registration (creates a second account).
2. **To begin**, read the Career Service message in the center of the page and then select *Profile* on the top left toolbar, select *view/edit profile*. Once your profile is uploaded select *Edit your Personal*. From this point follow the prompts at the top of the page and edit your Academic Info and Career Preferences. Remember to click *Save* at the bottom of each page. This information will allow both Career Services and prospective employers to search your background and interests for appropriate employer matches. Don't leave anything blank (especially sections marked with an asterisk—required for registration and uploading into the Resume Book).
3. **To produce your resume**, it is recommended that you produce your resume in table format—a WORD template is available under *Documents* located at the top toolbar, on the Career Services home page, or in the Career Services Public Folder in Microsoft Outlook. Edit the sample and save your resume to your hard drive, a disk, or your locker space. To upload your resume, you must save it as a .DOC or .RTF file. If the .RTF file does not upload properly, save as a .DOC file, re-upload to eRecruiting, and delete the error. Assistance with format and content is available in Career Services. **To upload your resume**, click on *Upload Resume* on the left side of the welcome page. Select *Browse* and the location where your resume is stored—the location will appear in the *File to Upload* window. Next select *Upload*. Once uploaded, you will be able to retrieve, resave, and edit in the *Documents* toolbar. Remember to re-upload any revised resumes! Don't forget to publish your resume to one or more of the Resume Books.

Connecting with Career Services

1. It is **requested** that you provide Career Services with a hard-copy of your resume and upload a "general" resume to your software. This allows you to reside in the department's database, be included in WJC's Resume Book, and sign up for recruiters.
2. You may obtain free copies of your resume in the Career Services office. Resume-quality paper is free; matching envelopes can be purchased at \$.10 each. Large brown envelopes (9x12) are available for \$.15 each.
3. Your data and resume are backed up nightly on a second server. Personal backups are recommended.