

On-Campus Recruiting Sign-up Instructions

Registration and Uploaded Resumes are Required to Sign Up for Recruiters with Schedules

- Recruiting season is underway at WJC! The Recruiter Calendar is available on our website (<http://www.jewell.edu/career/>).
- All current students have an eRecruiting account – to activate your registration, go to wjc.experience.com and accept the terms of use. eRecruiting is required to participate in on-campus interviews.
- Upload a Word resume - we have two preferred resume samples in our office that are in Word table templates. They are also available at our website under "The Perfect Resume" and "Bulleted Resume Sample": and in the Public Folders (Career Services) in Outlook.
- If you have an older, out-of-date resume, be sure to delete it after you upload the new one.

Open and Pre-Select Schedules

- There are two types of recruiting schedules - Open and Pre-Select.
- **Open schedules** are those schedules where you may sign up immediately for an interview time if you meet the position criteria and are interested.
- **Pre-Select schedules** allow you to submit resumes through the software and the employers view all submitted resumes and select which students they wish to interview. You will be able to see, on-line, if you are "selected" for an interview, and, if you are, you may then sign up for an interview time.
- There are also **Events**, (such as the Federal Reserve's The Fed Experience info session, Etiquette Dinner, Career Speed Networking, etc.) listed on-line for which you can RSVP through the software as well. Click on "Calendar" to see them listed.

Directions for Signing Up

- Go to the Career Services homepage (<http://www.jewell.edu/career/>).
- Click on "eRecruiting for students". Enter your unique username and the password provided when you registered with Career Services. (Note: If you self-registered, use the username and password you selected!).
- See Calendar panel at the left side of the screen and click on Interview Schedules. There you will see the position titles, employer name, interview dates, etc.
- Click on the "Job Title" and it will appear on your screen.
- To "apply" (i.e. be considered for pre-screening or sign up for open schedules), click on "apply" at the bottom. You will then attach your resume. Be sure you have an up-to-date resume!
- To see **Events**, click on "see all upcoming events" on the calendar panel. You can also click on "Calendar" on the top toolbar, and then click on "Calendar Search" to search by "Event Type" or "Employer Name" to sign-up. Career Services events are under William Jewell.

Questions?

- Use the help screen in eRecruiting or click on the Student Quick Start Guide on the Help page.
- If you have questions or problems, please do not hesitate to call Career Services at Ext. 5238 or 816-415-5938 (direct dial).

