

Login: [complete\\_email@kenyon.edu](mailto:complete_email@kenyon.edu) Password : your birth date (mm/dd/yy format)

## Update Your Profile

- Log into your **eRecruiting** account
- Complete gender and ethnicity data fields used to help employers comply with recently updated Federal regulations
- 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

- 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, Internships, and Co-ops

- 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 column on the left side 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**

# eRecruiting™ Student Quick Start Guide



## 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

- 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

Please be sure to contact the Career Development Office (CDO) at 740-427-5165 or [cdo@kenyon.edu](mailto:cdo@kenyon.edu) if you need assistance with the eRecruiting System.