



Jacket Jobs Tutorial

Searching and Applying

1. Click on the *Job Search* tab on the menu bar at the top of the homepage.



2. A search box will open. To display all current jobs in the system including both on and off-campus positions, click on the “Search” button leaving all fields blank, or narrow your results by clicking on “Change Criteria,” and then using the different fields to specify the jobs you want to see.



Career Services suggests narrowing your search according to “Position Type” (ex: “Federal College Work Study,” “Off-Campus Part-Time,” etc.). You can choose multiple position types by holding down the Control button on your keyboard.

Job Advanced Search

Search Reset

Keyword(s): Job ID:

Expiration Date: - Job Location (City, State):

Organization Name:

Position Type : Federal College Work-study
Full-time
Internship/Co-op
Part-time Off Campus

Majors:

Add/Remove

exclude records with all majors

Search Reset

- The following page will show your search results. *Jacket Jobs* allows you to view both internal search results and results *MonsterCollege* by clicking on the *MonsterCollege Jobs* tab on the results page.


The screenshot shows a job search interface. At the top, there are two tabs: "10 Jobs" and "MonsterCollege Jobs", with the latter highlighted in a red box. Below the tabs, there are links for "[Change Criteria]", "[Save Search]", and "[Create Job Agent]". A search bar contains the text "superior, wi" and a dropdown menu set to "any". There are also filters for "Please select up to 20 states" and "Please select up to 20 job categories". A "Search" button is visible. Below the search bar, a table displays job results. The first row is for an "Intern" position at "CB Richard Ellis" in "Miami, FL", posted on "06/02/2010". The second row is for an "Operations Intern" at "MicroStrategy" in "McLean, VA", posted on "06/09/2010". The third row is for a "Help Desk Intern" at "Journal Sentinel (Milwaukee) - Publisher Recruiting Account" in "Waupaca, WI", posted on "05/19/2010".



Jacket Jobs allows you to also create a “Job Agent” to alert you via e-mail when new job postings are posted in your search criteria by clicking on the “Create Job Agent” link on the search results page. For example, if you searched for jobs in Superior, WI, the “Job Agent” will e-mail you each time a new position is posted for Superior, WI.


The screenshot shows the same job search results page as above, but with the "Create Job Agent" link highlighted in a red box. A dialog box titled "Save Job Agent" is open in the foreground. The dialog box contains the following text: "Job agents will send you an e-mail when any new/updated jobs matching this search are available. You can access your existing job agents in My Activity." Below this text, there is a text input field labeled "Job Agent Name:" with the value "Job Agent 1" entered. At the bottom of the dialog box, there are two buttons: "Save" and "Cancel".

Applying for a Position through Jacket Jobs

-  Once you find a position you want to apply to, be sure to check the “Qualifications” and “Application Instructions” section of the posting as this will tell you if you qualify and how the company prefers you to apply. Some may direct you to an outside website, request a resume by mail, visit their establishment, or apply through *Jacket Jobs*.


Notice to New Employees: Employment will require a criminal background check.

***Application Instructions:** To apply submit a resume, cover letter and three references (one must be a current faculty member) through Jacket Jobs.


On-line Application Address  :

1. To apply for a position through *Jacket Jobs*, go to the posting page of that position to see what documents they are requiring in the “Application Instructions” section. If you have uploaded the required documents to *My Documents*, a “Submit Resume” button will appear near the top and bottom of the job description.

Add To FavoritesSubmit Resume

-  If you are unable to see the “Submit Resume” button, the job posting may be linked to an interview schedule. To apply, click the “View Linked Interview Schedule” button on the top of the job posting. This will take you to the interview schedule and show what dates interviews are scheduled for. Furthermore, if your documents have been uploaded a “Submit Resume” button will be shown at the top of the page.

Add To FavoritesView Linked Interview Schedule

-  To learn more about uploading documents, see the *Uploading Documents Tutorial* (video or PDF).

Viewing Job: 2121/Call Center Specialist

Submit Resume

Profile View

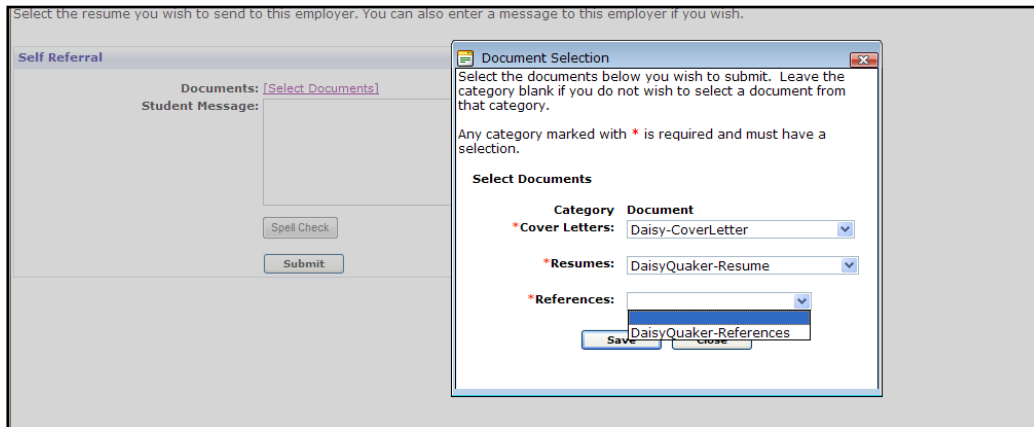
Position Information

Below you will find detailed information for this job.

- If you see a **red alert message above about required documents**, you can upload your documents into “**My Documents**” under the **My Account** tab on the top menu bar.
- Once you have uploaded all required documents, return to this page and click **Submit Resume** to submit your chosen documents directly to this employer.
- For further assistance, see the **Application Instructions** below for details on how to apply or contact UWS Career Services.
- Click the link for **Organization Name** to view more information about the employer.

*Job ID: 2121
*Job Title: Call Center Specialist

2. After clicking “Submit Resume” a new window will open for you to select the documents you wish to submit. Once the documents selected, click “Save.”



3. Complete the application by adding a personalized message in the “Student Message” box. Once completed, click “Submit.”



4. Once you click Submit, *Jacket Jobs* will take you back to the job description and a message in red will appear at the top of the page confirming that your documents were submitted.

Viewing Job: 2121/Call Center Specialist
You have successfully submitted your resume.