JACKET JOBS: ALUMNI LOG-IN DIRECTIONS

1. Go to the Career Services website at www.uwsuper.edu/career.
2. Click on the “Jacket Jobs Homepage” button.
3. Click on the Alumni login.
4. Enter your username and password.
   - If you graduated prior to May 2009: You must request a Jacket Jobs account at https://www.uwsuper.edu/career/forms/alumni.cfm. To login, use the username and password you received when you requested your account.
   - If you graduated after May 2009 you have a Jacket Jobs account.
     USERNAME: UW-Superior Username (ex: JSMITH@uwsuper.edu = JSMITH).
     PASSWORD: If you have logged into Jacket Jobs when you were a student, you set up your password when you first logged in. Use this password or reset your password from login screen.
     If you have never logged in your password is your birthday, MM/DD/YYYY (ex: 05/15/1980). Complete the profile information. All fields marked with an asterisk (*) are required. Be sure to change your password.

HOW TO SEARCH FOR JOBS, INTERNSHIPS and VOLUNTEER OPPORTUNITIES OFF CAMPUS

- Click on the “Job Search” link at the top.
- Select the Position Type you’re seeking.
- Leave all other search options blank to return all active postings; or enter additional search criteria to narrow the results. Click the “Search” button.

HOW TO UPLOAD DOCUMENTS AND APPLY/REQUEST INTERVIEW ON JACKET JOBS

- Click on the “My Account” link at the top.
- Under “my account” click on “my documents”.
- Upload required documents for the position you are applying for. Examples are: resume, cover letter, references.
- To apply for a position through Jacket Jobs, return to the job posting and click:
  - Some positions have linked interview schedules, you will see: to apply for these positions request an interview

NOTE: carefully review whether you qualify for each position, red errors will appear at top of screen, check that your profile is complete and updated.