



**Career Development Center**  
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## eRecruiting™ Student Quick Start Guide

### Accessing eRecruiting

- Select **eRecruiting Login** under **CURRENT STUDENTS** or **ALUMNI** at **[www.luc.edu/career](http://www.luc.edu/career)**
- Enter your eRecruiting Username and Password.
- Complete your Profile information.
- **Note:** It is your responsibility to keep your Profile up-to-date. Please review it periodically to make sure all information is current.

### Need an eRecruiting account?

Contact our office at 773-508-7716 or send an e-mail with the subject "Request Student eRecruiting ID" to [careercenter@luc.edu](mailto:careercenter@luc.edu). Be sure to include your full name!

### Upload Your Documents (Resume, Cover Letter, etc.)

- 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 and then click Upload.

### Searching for Jobs and Internships

- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar.
- The default search screen will pull jobs, internships and volunteer activities from employers registered with Loyola. Use the Basic Search listed in the More Searches box to pull up all jobs & internships from all available sources (Loyola's registered employers as well as the entire Experience Network of employers and Partners such as HotJobs, CareerBuilder, Dice.com).
- You may also select other searches such as All Internships, Federal Work Study Jobs, On-Campus Non-Works Study Jobs, Community Services Opportunities, or All Part-Time Opportunities.
- Use as few criteria fields as possible; for example, use only the Key Word Search or Job Function field. Try several variations of your search until you find one or more that give you good results.
- For other quick, easy job searches, use the 1-Click Searches on the Job Search page.
- Click on the Job Titles on the Search Results screen to view the details of a position.

### Applying for a Job or Internship

- Select a Job Title from the Search Results page to open the Job Details.
- Locate How to Apply section at the bottom of the Job Details page.
- Click Apply. You will see the preferred application method selected by the employer.
  - If the application method is online:
    - Select a Resume, Cover Letter or Other Document that meets the requirements
    - Click Submit
    - If the application method is offline, follow the directions. If the position was pulled from an Experience Partner such as CareerBuilder, HotJobs, etc., you may be redirected to their website.
- **Note:** since a customized cover letter will put you at an advantage – regardless of whether the employer requests one or not – you MAY want to save any positions you are interested in to your Favorites (see creating a Folder of Jobs, below)
  - Create cover letters for each & upload them
  - Retrieve each position from your job folder from Favorite Jobs
  - Finish the application process.

### Creating and Using Search Agents

- After selecting your job search criteria, click Search.
- In the More Search Options box on the Search Results page, select Save Your Search.
- Name the search in the Saved Search Name field and choose whether to receive email notifications of job matches.
- Select the job source from the Show Me Jobs section and click Save.

### Signing up for an On-Campus Interview

- Apply for the Job connected with the Schedule and select your resume.
- If the schedule is **OPEN** you will then be able to select your interview time slot.
- If the schedule type is **PRESELECT**, the employer will select candidates it wants to interview, and selected candidates will then need to log in to select their time slot.
  - 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

- On a jobs Search Results page, 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) and click Go.
- Enter a name for the new Folder.

### Publishing a Resume to a Resume Book

- Select Publish a Resume under the Documents tab on the navigation bar.
- Select resume books that match your academic background, work experience, and type of position you are interested in working.
- If you are interested in either an internship or full-time employment, consider uploading two resumes, one with an internship objective and one with a full-time objective.
- Choose your Resume from the Publish Resume dropdown on the coordinating Resume Book entry.
- Be sure to remove your resume from all resumes books when you are no longer seeking employment.
- **Note:** Do not publish your resume in resume books that do not match your career interests, academic background, work experience; the eRecruiting Administrator will remove resumes that are published to inappropriate web resume books.

### Job Fairs & Calendar

- Company information sessions, workshops, networking events, on-campus interview schedules, and non-Loyola job fairs can be found in the Calendar box on your eRecruiting homepage
- Loyola job & internship fairs are listed in the Career Fairs box on your eRecruiting homepage

### Loyola Alumni Sharing Knowledge (ASK) Mentors

- Mentors are Loyola alumni who are willing to share career advice with current students & recent graduates. Many are also willing to spend time in an informational interview – see information on informational interviewing, including sample questions, on our website.
- To find a mentor, select Mentors Home from dropdown menu box under Mentors and read all instructions on left side of screen. You will need to save selected mentors to a folder in order to get contact information.

### Additional Resources in eRecruiting

- Wetfeet Insider Guides, including career videos, career descriptions and outlooks, and industries information.
- Hoovers and Salary.com
- The Experience Network features such as Portfolio, Experience/CareerBuilder Exclusive Opportunities, and career information.

### Help

- Click the 'Help' link at the top of any eRecruiting Screen.
- Contact eRecruiting Administrator Maureen Smith at msmith@luc.edu or 773-508-2878 for assistance or to make sure you are using all of eRecruiting's many features effectively.