



Introducing Career Services Online!

Career Services Online is Career Services' program (formerly known as netWORK) that is available 24/7 for viewing job and internship listings. You can also sign up for on-campus interviews after posting your resume in **Career Services Online**.

Helpful Hints:

- **Password** - use your email address or any password that is easy for you to remember
- **Permanent address** - these fields are not required; this would be your parent's address
- **Local address** - these fields are required; provide your local information so that Career Services and employers can contact you
- **Your Bear Number is required for profile validation** (only UNC students and alumni can use **Career Services Online**)

How to get started: Student Profile

1. Open your Internet Browser (Netscape or Internet Explorer).
2. Go to the UNC Career Services home page (www.unco.edu/careers).
3. Click on **Career Services Online** under the **quick links** on the left side of the page
4. Click on the blue **Career Services Online** in the text to go to the log in page for Career Services Online; scroll down and click on **Click here to register!**
5. Fill in required fields (those marked with an *); do not use spaces or hyphens in your Bear Number (required for profile validation).
6. At * Majors, click **Add/Remove** button; click the + **All Majors** button to display the list of all majors; after selecting your major(s), scroll to the bottom and click on **Close Window** to make major(s) appear in your profile.
7. When you have completed your profile, click **Register**.
8. If all fields are properly completed, you may click **Submit Profile**.
9. You can now view jobs and internships posted in Career Services Online, upload your resume, and sign up for on-campus interviews. You will need to upload a resume prior to signing up for interviews.

To Search for Jobs and Internships

1. After loading your profile, you may search for jobs and internships online.
2. On the top of all pages in Career Services Online there is a menu bar. Click on **Jobs**, then **Job Search** in the pop-up menu.
3. To search the job and internship listings, use the search criteria menus to create a specific search, or to search the entire database, just click on the "Search" button. If you fill in all sections you could make your search so specific that you miss some job positions.

Helpful Hints:

- A suggested search would be **Key word** - type in one word - and **Location** - type in CO for Colorado.
- Once you have a list of search results, double click on the heading, **Post Date** to put listings in order from newest to oldest.

To Upload Your Resume

1. Log in to your account using your user name and password.
2. From your student homepage, go to **My Account**.
3. Click on **My Documents**.

4. You are adding a new document - click on the **Upload Files** link located at the bottom right side of the page (you can load four different resumes in Career Services Online).
NOTE: To upload a document it must be in Microsoft Word format.
5. After uploading your resume, click on **View** to see it in PDF format.
(NOTE: To view documents, go to bottom of page and click **View** in action column; you must have Adobe Acrobat Reader, available free at www.adobe.com)
6. If you need to make changes to your resume, click on **Download**. You are able to make corrections without your disk using this feature. Download your resume to the desktop, make corrections, save, and update.
7. After you have made revisions, click on **Update** to reload your resume.

****If using a public computer, remember to delete the file off of the desktop before leaving and to logout at the end of your session to protect your private information.****
NOTE: To upload a document it must be in Microsoft Word format.

8. If you only have one resume, it will automatically be the **Default** document; the **Default** document may not be removed. If you need to remove all of your documents from Career Services Online, please contact our office at (970) 351-2127 or career.services@unco.edu.

To Sign up for On-Campus Interviews

You must have your resume loaded in order to sign up for any interviews

1. On the menu bar, scroll over **Schedules** and click on **Qualified Schedules**. A schedule of on-campus interviews will appear. Click on **Interview Date** two times to have schedules in order by date. More employers may be added at a later date.
2. If **Current Signup Method** column is **PRS Open** (Preselect Open), it means you will be added to the list of candidates who will have their resumes forwarded to the organization to be considered for an interview. To be considered for a preselect interview, click on the **ID number** in front of a job title or the **Job Title** and then click on **Request Interview**. Scroll down to the **Timeline** and note deadlines for signing up.
 - If selected for an interview, you will be notified by email and must sign up for a specific interview time slot between the **PRS FCFS** (First Come, First Served) date and the **Closed** date.
 - Click on the link for the employer's name - it will take you to the organization card that has a link to the employer's web site (do your research!).
3. If **Current Signup Method** is **Open**, you can sign up immediately for a specific interview time. To sign up for an interview, click on the **ID number** in front of a job title or the **Job Title**. For an open schedule scroll down to the **sessions** box and click on the **Session ID**, click **Sign-Up** for time you want to schedule your interview. Red text will appear confirming that you have successfully signed up for your requested time. You may cancel or switch your interview time if other time slots are available up until 48 hours before interview time.

FOR ALL INTERVIEWS

To view your scheduled interviews and/or preselect status, go to **My Account** on the top menu bar and select **My Activity** from the pop-up menu.

If your submission was not successful or you need assistance, please contact Career Services at 351-2127 or career.services@unco.edu.

Check out additional career planning job search tools also available on the UNC Career Services website including *Vault*, *Discover*, *Internship USA*, and *Reference USA*.

University of Northern Colorado Career Services

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