

Quick Guide to eRecruiting

Log into your eRecruiting Account at: www.ithaca.edu/sacl/careers/ and choose **iCareers-Find Jobs, Internships & Online Resources** on the Navigation Bar

The screenshot shows the Career Services website for Ithaca College. The browser window title is "Career Services - Student Affairs and Campus Life - Ithaca College - windows Internet Explorer". The address bar shows "http://www.ithaca.edu/sacl/careers/". The page features a blue navigation bar on the left with the following items: "Career Services", "Office Information", "Our Services", "Upcoming Events", "iCareers - Find Jobs, Internships & Online Resources" (circled in red), "Peer Career Advisors", "For Recruiters", "For Family and Friends", "For Faculty and Staff", "Search", "Documents", "Photo Galleries", "News", "Blog: Opportunity Knocks", "Site Map", and "Student Affairs and Campus Life". The main content area has a green header "CAREER SERVICES" and a sub-header "Student Affairs and Campus Life >". The main text reads: "Welcome to the Office of Career Services! Career services is your passport to your future! We assist all students from their first year through graduation, and then as alumni! Whether you are just beginning to think about careers or applying for internships, jobs, or graduate school, the Office of Career Services can help with:" followed by a bulleted list of services: "Choosing a major", "Exploring career options", "Developing a resume", "Writing a great cover letter", "Searching for an internship", "Applying to graduate or professional school", "Searching for a job", "Learning how to interview", and "Developing networking and professional contacts". To the right, there is a large graphic with the text "YOUR CAREER WON'T START ITSELF" and "GIVE IT A JUMP-START". Below this, there are sections for "Featured Blog" (Opportunity Knocks: 2011 College Grad Employment Outlook Improving) and "Featured Document" (Ithaca College Career Guide PDF). At the bottom, there is a footer with "Don't forget to friend us on Facebook and follow us on Twitter too!".

Click on **eRecruiting**

The screenshot shows a web browser window displaying the iCareers website. The browser's address bar shows the URL 'http://www.ithaca.edu/sac/careers/resources/'. The page title is 'iCareers - Find Jobs, Internships & Online Resources - Career Services - Student Affairs and Ca'. The page content includes a navigation menu on the left, a main header 'CAREER SERVICES', and a main content area with sections for 'Job & Internship Search', 'Networking', and 'Research'. The 'eRecruiting' link is circled in red.

CAREER SERVICES

Student Affairs and Campus Life » Career Services »

iCareers - Find Jobs, Internships & Online Resources

iCareers, is your one stop virtual career center. It offers you quick access to the best online career tools for identifying jobs & internship opportunities, networking with alumni, and researching career options. While we have many resources on our website, here are the ones that we consider, "go to."

Job & Internship Search

eRecruiting

Ithaca College uses eRecruiting for the posting of job and internship opportunities. In an average year, over 3,000 jobs and internship opportunities, specifically targeted toward Ithaca College students, are posted to the site. Additionally, there is a national site which has thousands of additional opportunities. Every student receives an account in their first semester. To begin using your eRecruiting account login using your complete IC e-mail address as your username and your Student I.D. Number as your password.

[Internships.com](#)

Ithaca College subscribes to [Internships.com](#), one of the leading internship search sites. This free resource is your portal to internship opportunities all across the U.S.

Networking

[Alumni Online Community](#)

The Alumni Online Community is a database maintained by the office of Alumni Relations that is designed to allow students and alumni to connect with more than 50,000 contacts throughout the country for information regarding their professional and regional interests. Users can search a database by career related interests and other parameters to identify appropriate contacts in the career center section of the webpage. First year students, sophomores and junior students can use the Online Community at the Office of Career Services, seniors, graduate students and alumni can obtain remote access by registering for the Alumni Online Community.

Research

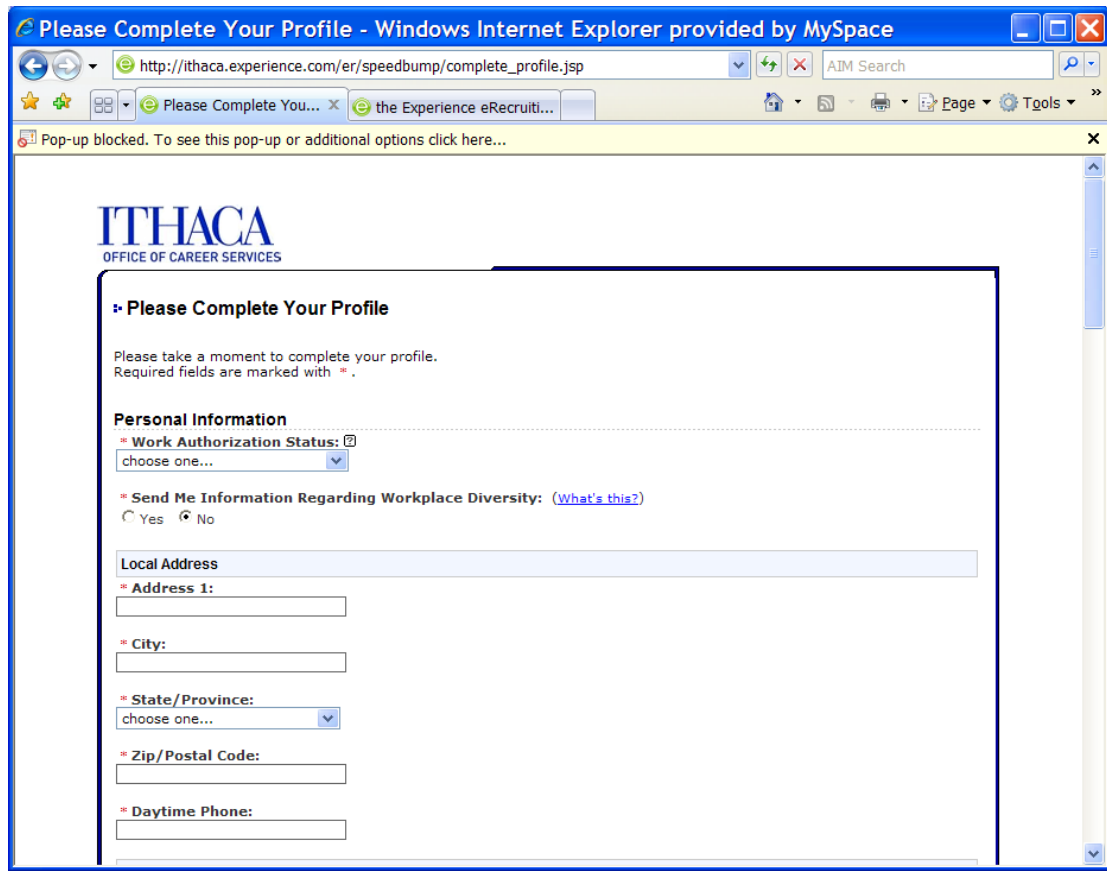
[CareerSearch](#)

Career Search provides you with access to a powerful networking database of over 4 million companies

USERNAME is your full Ithaca College e-mail address (ex: asmit@ithaca.edu) **PASSWORD** is your Ithaca College ID number



If you are a first time user please Complete Your Profile and then click Next



If you are not a first time user be sure to update your profile from time to time.

Please Verify Your Email Address and click Submit

Please Verify Your Email Address - Windows Internet Explorer provided by MySpace

http://ithaca.experience.com/er/speedbump/email_invalid.jsp

ALM Search

Please Verify Your E... the Experience eRecruti...

ITHACA
OFFICE OF CAREER SERVICES

Please Verify Your Email Address

Our records indicate that the last time the system attempted to send an email to the address listed in your profile, delivery was unsuccessful. To ensure that you receive future system emails, please re-enter your email address in the field below, making any necessary corrections. If the address listed is correct, simply re-enter it as this may have been caused by a temporary delivery issue.

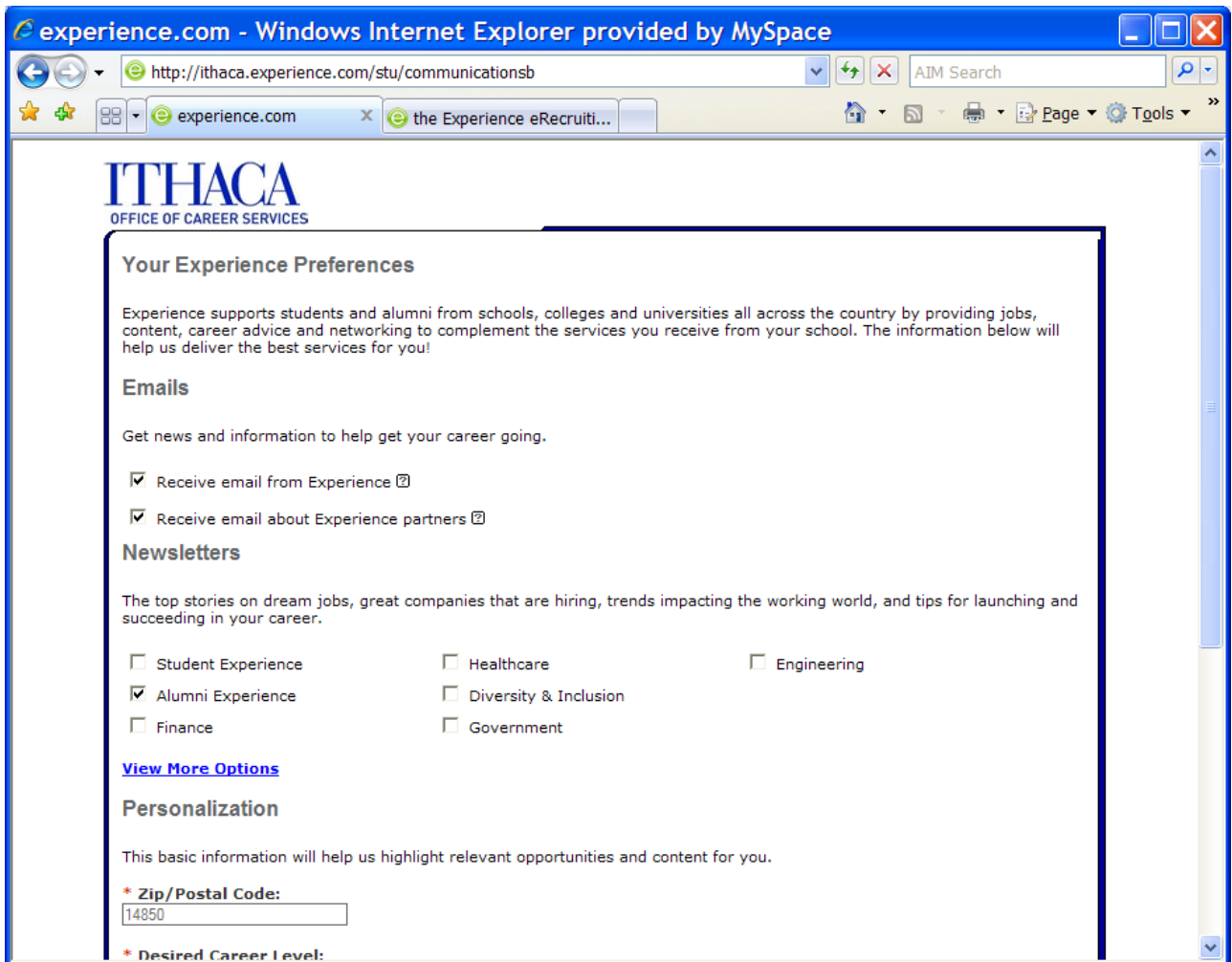
* Email Address:

Submit

Copyright ©2009 Experience, Inc. - All Rights Reserved
[Privacy Policy](#) | [Terms of Service](#)

experience

Set your Experience Preferences and click Next



Congratulations you are now able to look for jobs, internships, upload your resume and cover letter

Searching for a Job or Internship

Follow the steps above to log on to eRecruiting. The red arrows will show some important tips on how to use eRecruiting for searches and to be informed on what Career Services has planned for the school year.

The screenshot shows the eRecruiting website interface with several red arrows pointing to specific features:

- Click here to search for jobs & internships**: Points to the "Jobs & Internships" button in the top navigation bar.
- Click here to search for an Employer**: Points to the "Employers" button in the top navigation bar.
- Shows most of the upcoming Career Fairs**: Points to the "Career Fairs" section, which lists events like "Job, Internship & Volunteer Fair" and "2009 Graduate and Professional School Fair".
- Shows all upcoming events hosted by Career Services**: Points to the "Calendar" section, which lists events like "Career Fair", "Interviews", "Networking Event", and "Special Event".
- You're saved searches**: Points to the "Your Saved Searches" section, which prompts the user to create a search agent.
- You can always use our one-click searches.**: Points to the "One-Click Searches" section, which lists categories like "Newest Jobs", "Jobs with upcoming application deadlines", "Jobs with upcoming interview schedules", "Jobs with open interview schedules", "Business", "Communications", "Health", "Human Services", and "Science".
- Narrow your search by choosing keywords, city or state of the type of job or internship that you are interested in.**: Points to the "Jobs & Internships" search section, which includes fields for "Opportunity Type" (Job/Internship), "Keywords", "City", and "State", along with checkboxes for "Show International opportunities only" and "Show only jobs from my Career Center".

If you would like to do a search narrow your search click on the Jobs & Internship button on the top right side of the screen. This is indicated by the red circle below.

Experience.com - Windows Internet Explorer provided by MySpace

http://ithaca.experience.com/stu/job_search

Experience.com

Home | Profile | Documents | Applications | Calendar | **Jobs & Internships** | Employers

Search for Jobs and Internships

More Searches

Basic Search

Internships

1-Click Searches

Your school has created the following 1-click searches to help you in your job search.

- Newest Jobs
- Jobs with **upcoming application deadlines**
- Jobs with **upcoming interview schedules**
- Jobs with **Open interview schedules**
- Business
- Communications
- Health
- Human Services
- Science

Basic Search

Search for opportunities below or choose one of the search options on the left.

Opportunity Type:

Job Internship

Keywords:

Job Function:

- Not Specified
- Account Management/Planning
- Accounting/Auditing
- Actuarial
- Administration
- Administrative/Support Services
- Advocacy
- Analyst
- Animal Care
- Bookkeeping

City: **State:**

Search for opportunities in a certain city and/or state.

Indicate if you are looking for a job or internship

Keywords help to narrow your search

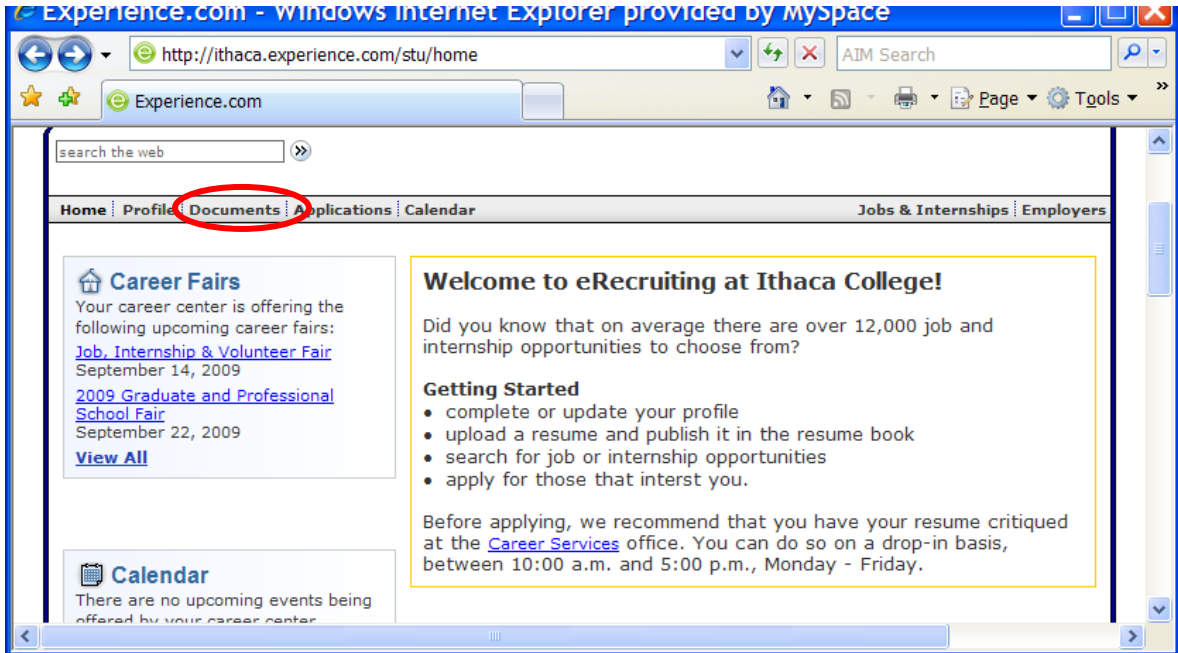
Narrow your search by choosing a job function

Try our list of one-click searches to look for opportunities.

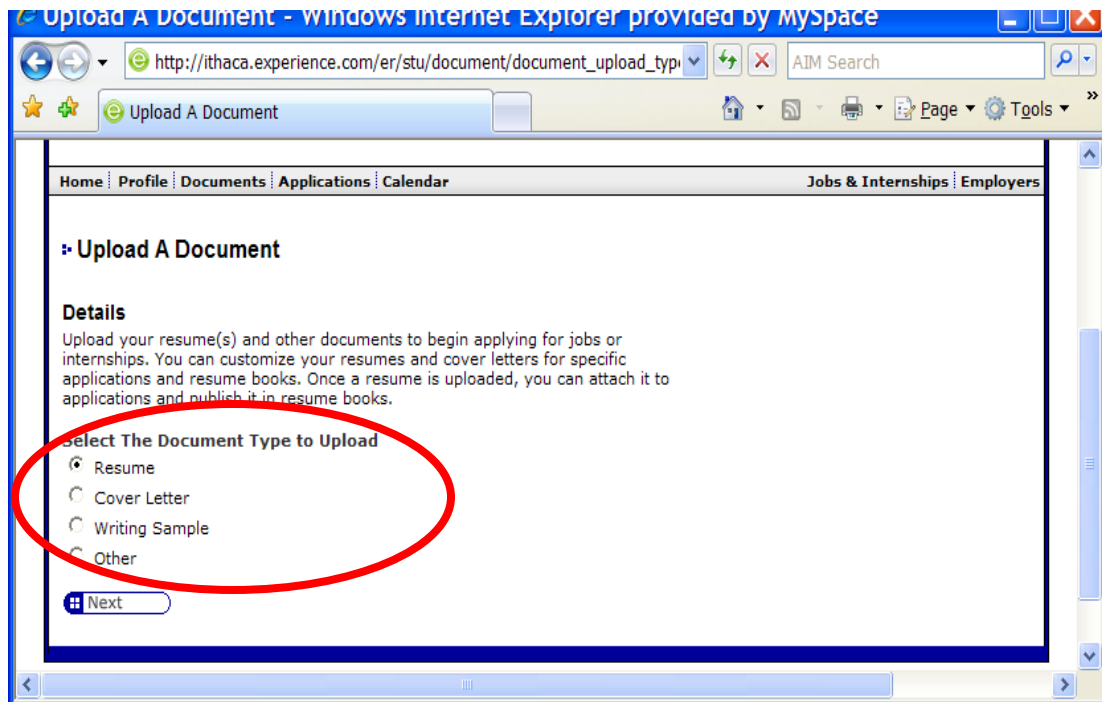
Search for opportunities in a certain city and/or state.

How to upload your documents:

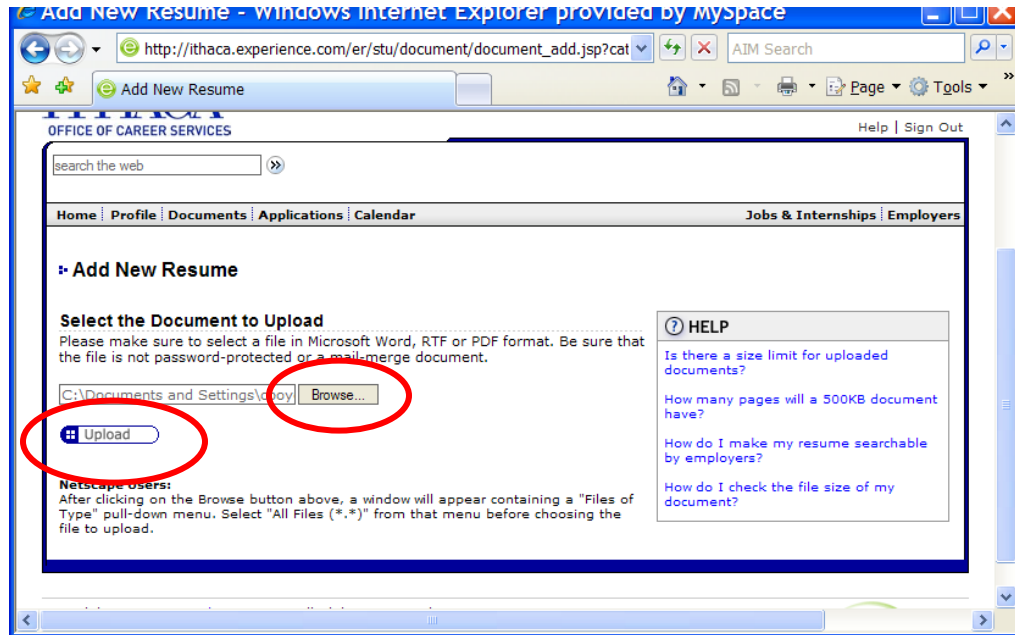
Log in to eRecruiting as stated above. Click on documents indicated by red circle below. Choose from the drop box upload document.



Select the document type you would like to upload. Click Next.



Click Browse to choose the document that you would like to upload. Click the Upload button. Your document must be in a PDF, ms-word, doc and rtf.



Congratulation you have uploaded your document. Remember to publish your resume to the resume books!

