

On-Campus Interviewing Quick Start Guide for Students

You must attend an **On-Campus Interviewing Orientation session first in order to apply online!** If you are unable to find the answer to your question(s) through this Quick Start Guide, please contact the Career Development Center's Technical Support Specialist through the contact information located at the end of this document.

Update Your Profile

- Go to <http://www.stthomas.edu/careerdevelopment/oci> and click on the eRecruiting Login link.
- Enter your full UST E-mail address and eRecruiting password (e.g. 19840509 if your birth date is May 9, 1984).*
- Go to the **Profile** tab on the navigation bar and choose **view/edit profile data****.
- Click on the desired view: **Personal Info, Academics, Career Preferences or Administration**.
- Click **Edit** and update your information.

* Your eRecruiting password is the four-digit year you were born followed by the two digit month and two digit day (YYYYMMDD). If you have problems please contact the technical support specialist through the contact info found at the end of this document.

** The first time you log in, you will be asked to update your profile automatically. Follow the on-screen instructions. Be sure to update your profile (Class Status, GPA, Graduation Date, etc.) on a regular basis using the method described above.

Upload Your Documents

- Log into your account
- Go to the **Documents** tab on the navigation bar and choose **upload a document**.
- Select the document type and click **Next**.
- Click **Browse** to search for your document (created in Microsoft Word or RichText) on the computer.
- Choose the correct document and click **Open**.
- Click **Upload**.
- When the document's status displays "Ready" the upload was successful. Check the document by clicking on the appropriate name from the list. If status shows "Error" refer to "Document Do's and Don'ts" online in our Blackboard Community.*

* Additional documentation is located in our MyUST Blackboard Community. Students may log into <http://blackboard.stthomas.edu>, click on the Community tab and find Career Development Center in the organization catalog under Departments. Our documentation is located in the Document section of our community.

Searching for Jobs and Internships

- Log into your account
- Go to the **Jobs & Internships** tab on the navigation bar and choose **job/internship search**.
- Under 1-Click Searches, choose either **On Campus Interviews - Jobs** or **On Campus Interviews - Internships**
- To see ALL positions, including those with no on-campus interview, select **Jobs Posted to UST**.
- Click on the **Job Title** to view the details of the job or internship.

Searching for Employers

- Log into your account.
- Go to the **Employers** tab on the navigation bar and choose **employers search**.
- Search alphabetically by selecting the first letter of the employer name.
- Search for a specific employer by typing the name of employer in the **Employer Name** field.
- Search for an employer by industry by selecting one industry or multiple industries in the **Industry** field.

* Remember, employers may have opportunities that are not the same as their Industry field. (e.g. Manufacturing companies may have finance positions)

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Applying for a Job

- Log into your account
- Search for Jobs (See **Searching for Jobs** section on previous page)
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page
- Click **Apply**
- Select a **Resume**, **Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**

Signing up for an Interview

- Log into your account.
- Go to the **Applications** tab on the navigation bar and choose **your active applications**.
- The status of your active applications is displayed in the **Employer Decision** column.
- If an employer **Accepts** your application you will receive an email to that effect notifying you of the date you may sign up for an interview slot. Mark your calendar, then sign up ASAP.
- Click on the **Details** link located next to the position and employer name.
- On the Application Details page, under **Employer Decision**, click on **Sign up for an 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 (Note: there might be additional schedules, so be sure to scroll down).
- Click **Save** and your slot will be reserved.

Withdraw an Application / Decline an Interview

- Log into your account.
- Go to the **Applications** tab on the navigation bar and choose **your active applications**.
- The status of your active applications is displayed in the **Employer Decision** column.
- Click on the **Details** link located next to the position and employer name.
- **TO DECLINE AN INTERVIEW:** on the Application Details page, under **Employer Decision**, click on **Decline invitation to interview**.
- **TO WITHDRAW APPLICATION:** on the Application Details page, near the bottom, click on the **Withdraw** button.
- Confirm your decision.*

* Once you decline or withdraw your application you may not apply or interview for the position again. Please be sure you want to do this before proceeding. If you have decided that you wish not to interview with a company please either withdraw or decline as it is important to let the employer know that you are no longer interested. The system does not notify employers of your withdrawal, please email the Contact Person of your decision.

Searching the On-Campus Interviewing Schedule

- Log into your account
- Go to the **Calendar** tab on the navigation bar and select **Career Center Calendar**, and click on the month of interest.
- Or, select **Calendar Search** from the **Calendar** tab to search for a specific type of event
- Select **Your Upcoming Events** from the **Calendar** tab to view any event for which you registered.
- From any calendar search results, click on the **Event Name** for more event details

Experiencing Problems?

Contact our Technical Support Specialist:

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This and other documentation may be found on our Blackboard Community @ blackboard.stthomas.edu