

UNI CAREERCAT

Uploading Documents

RESUMES

Please upload a resume to CareerCat as soon as possible. Employers can only search for students in the system if a resume is uploaded to the account. If you need assistance in developing your resume, please schedule an appointment with Career Services (319-273-6857).

To upload your resume or other documents:

1. Login to CareerCat
2. Select the Resume Tab
3. At the bottom of the page select the “Add New” Button.
4. Name your resume document—use caution in titling the document.
5. Select the document type- note you will also upload other application-related documents such as a cover letter, transcript, etc. in this section.
6. Browse for your file—most document types are accepted, .doc is preferred.
7. Select the Submit button at the bottom of the screen.
8. Your file will be converted and listed as one of your documents.
9. If you have multiple resumes, you need to select one as the default, which employers will be able to search for and view. Additional uploaded resumes can be selected for submission to specific jobs.

UNOFFICIAL TRANSCRIPT

Some positions in CareerCat may require a transcript for application. You can easily upload a transcript by doing the following:

1. Login to your MyUniverse account.
2. Under My Personal Records select the Grades link
3. When the .pdf of your grade sheet opens, save a copy
4. Login to CareerCat
5. Select the Resume Tab
6. At the bottom of the page select the “Add New” Button.
7. Name your document—use caution in titling the document.
8. Select the document type- Unofficial Transcript
9. Browse for your file— a .pdf.
10. Select the Submit button at the bottom of the screen.
11. Your file will be converted and listed as one of your documents.

Building Experience

SEARCHING FOR JOBS/INTERNSHIPS

It is important to frequently check for job/internship opportunities. Employers recruit at different times throughout the academic year, so you need to be prepared. To conduct job or internship searches:

1. Select the Jobs Tab.
2. From the drop down you can conduct 2 types of searches:
 - Jobs/Internships has positions posted by UNI Career Services and OCR positions (employers interviewing on campus)
 - NACElink Extended Job Search utilizes several search engines, including Indeed.com, simplyhired.com, and google.com.

We suggest setting up 3-4 saved searches and scheduling the searches to email you on a regular basis with new postings. Some suggestions:

1. Jobs/Internships by Major
2. Jobs/Internships by Location (city/state)
3. Jobs/Internships by Keyword (i.e. sales, accounting)

Interviewing at UNJ

OCR (On Campus Recruiting)

On Campus Recruiting (OCR) refers to job and internship postings that hold interviews here at UNI. These positions are posted with jobs and internships, but can be identified by looking in the Type Column. In the Type Column OCR jobs will have either a blue "P" or a green "O." "P" stands for Pre-select, meaning employers will review all applicants and only allow those they accept to sign up for an interview slot. Students that are accepted for Pre-select interviews will be notified via email that they can login to CareerCat, go to the Interview tab and sign up on the interview schedule. "O" stands for Open, which means after submitting your resume you can automatically sign up for an interview slot on the Interview tab.

Events

All Career Services Events will be posted on the Career Fair & Events Tab. Please watch this section of CareerCat for information regarding upcoming employer visits, events, fair information, and Career Services Workshops.



Important Dates

Sept. 15, 2009 Resumania
Sept. 21, 2009 Fall Career Fair
Sept. 22, 2009 Interview Day
Sept. 28, 2009 On Campus Recruiting begins

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