

Student Guide: Jobs4Jays

WELCOME!

This guide will help in navigating our online career system. Students and alumni will be able to keep their profile updated, view and apply to jobs/internships, participate in on-campus interviews, as well as RSVP for career workshops and events.


Registering/ Logging in

STEP 1: Go to the Creighton Career Center home page: www.creighton.edu/careercenter

STEP 2: Click on the **Jobs4Jays** logo and then click Student / Alumni Login.

STEP 3: If you are a registered user, type your Net ID (or Username) and Password, then click Login.

Alumni: If you have never registered, click the "Register here" link. Fill out your profile and click the Register button.

 You will receive an email after you register. Once you have registered, you will need to upload a current resume to be able to apply for jobs and internships, and sign up for on-campus interviews. It is highly recommended that students attend a Resume Workshop, Interviewing Workshop, and a Job/Internship Search Workshop prior to applying for positions. Visit the Career Center website to view the calendar of events for dates and times of workshops.

NOTE: If you forgot your password, click the "Forgot your password?" link to have it reset and emailed to you. This link is on the Student / Alumni Login Page.

Home

After logging in, you will be at the Home page. Here you will find 4 useful tools:

1. **Announcements** — Important announcements regarding jobs, on-campus interviews, career fairs, workshops, upcoming events, and more.
2. **Resource Library** — Student Guide and other helpful resources.
3. **Quick Links** —
 - Report a Hire — Click this link to let us know you were hired for a job or internship.
 - My Task List — This folder will show responses to your resume referrals (you will also be notified via email when an employer responds to your resume).
 - Saved Searches — Job searches that you have saved, including Job Agents (which will email you new job postings every night!).
4. **Calendar** — A list of upcoming Career Fairs, On-Campus Interviews, and Workshops.

My Account

Under the My Account menu, there are 3 choices:

1. **My Profile** — Update your personal information (password, phone #, email, majors, GPA, etc).
2. **My Documents** — Upload **Microsoft Word**, **PDF**, or **RTF** documents into the following categories: Cover Letters, Resumes, Unofficial Transcripts, and References. Multiple resumes can be uploaded for each category. When applying for jobs, select one document from each of these 4 categories.

NOTE: When uploading more than one resume, be sure to mark the most general resume as the default.

My Account

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3. **My Activity** — There are 4 types of activity that can be viewed:

Referrals — Resumes that you've submitted to an employer or the Career Center has submitted on your behalf.

Placements — Current job or internship placements and details.

RSVPs — Career workshops and events for which you RSVP'd.

Schedules — On-campus interviews for which you have signed up.

Employer Directory

Be proactive in your job search!

Choose the Employer Directory menu to search through a list of employers. You will only see the employers who have selected to be listed to students.

Employers will be listed even if they do not have jobs or on-campus interview schedules currently posted.

Select the Job & Internship Search menu to begin your search.

STEP 1: Choose the Job & Internship Search menu to view job postings.

STEP 2: Search with any criteria (OR enter no criteria to view all jobs). It is recommended to keep your search criteria as open as possible for best results.



Click the [Save Search] link on the Search Results page to create a Job Agent which will email you new jobs every night!

STEP 3: Click on the Job ID to read details about each job posting and how to apply.

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There are 2 types of jobs in Jobs4Jays — jobs that students are qualified for and jobs students aren't:

Not Qualified? A message will appear with the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile lately (i.e. your major, graduation date, GPA) or you may not be qualified for the position based on the employer's requirements. Verify your that profile is updated.

Qualified? If the employer is allowing you to submit a resume online through Jobs4Jays, there will be a SUBMIT RESUME button at the top of the job posting. If you do not see a SUBMIT RESUME button, read the APPLICATION INSTRUCTIONS field to see how to apply directly to the employer.

Career Fairs and Events

Choose the Career Fairs and Events menu to view upcoming Career Fairs, workshops, and events. You should RSVP (if required) if you plan to attend.

On-Campus Interviews

There are two options under the On-Campus Interviews menu:

1. **Interviews I Qualify For (Students can [sign up for on-campus interviews](#)):**

STEP 1: Click on the Schedule ID to see the specifics of the position.

STEP 2: Click on the Interview Date to choose an open interview time slot.

2. **Search (VIEW) All Upcoming Interviews (Students can [view current interview schedules but cannot sign up for interviews](#). [Go to Interviews I Qualify For to sign up for an interview.](#))**

STEP 1: Fill in the search criteria to narrow down your interview schedule search

....OR click the Search button (without entering any search criteria) to view current Interview schedules)

STEP 2: Click on the Schedule ID to see the specifics of the position

Please note that if the on-campus interview is a **Preselect Schedule**, the employer will be prescreening applicants. Students will be notified via email whether they are selected as Accepted, Alternate, or Not Accepted. Only Accepted and Alternate students will be able to sign up for an interview with the employer.

If the on-campus interview is an **Open Schedule**, students will immediately be able to sign up for an interview, as long as he/she meet all requirements for that schedule.

**Got a Job?
Let us know!**

Should I report a hire?

Yes! Students should always report when they are hired. Each reported hire helps the Career Center's goal to maintain accurate career employment statistics. These statistics allow us to better serve you!

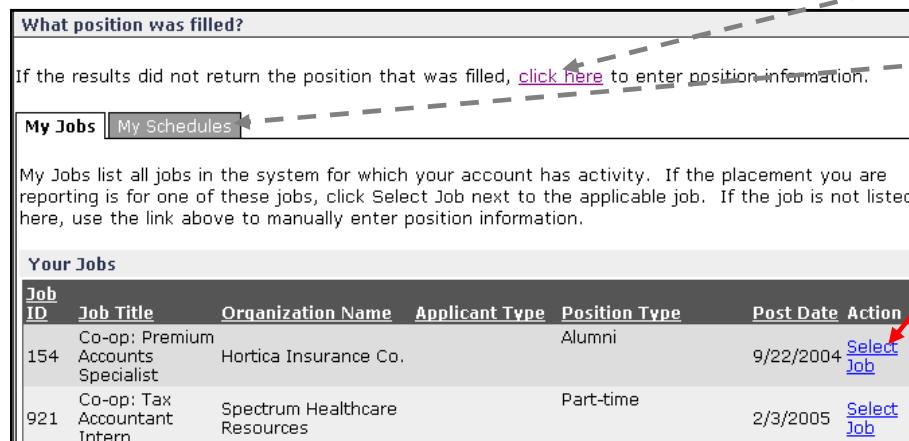
How do I report a hire?

STEP 1: To report a hire, click on the **"Report a Hire"** link located next to the calendar on your Home page. This will step you through the process.



Click "Report a Hire" to begin

STEP 2: Search for your position. Then, click **"Select Job"** next to it.



If you cannot find the position, click the "click here" link.
Is it under "My Schedules?"

Click "Select Job"

How to Upload Unofficial Transcripts

For on-campus interviews, employers often request that students upload their unofficial transcripts into Jobs4Jays. Follow these steps to upload your unofficial transcripts:

- STEP 1: Go to Creighton's N.E.S.T. at <https://thenest.creighton.edu> — Click on **"Student/Faculty Login"** and enter your Net ID and Blue password.
- STEP 2: Click on **"Student Services"**. Next, click on **"Student Records"** and then **"Academic Transcript"**. Click on **"View Unofficial Transcript"**.
- STEP 3: Select the appropriate level of transcripts and click **"Submit"**. Copy and paste your entire transcripts (including your Student Information with your name) into a Microsoft Word document. Save the Word document.
- STEP 4: Login to Jobs4Jays. Go to **"My Profile"** at the top main menu and select **"My Documents"**. Select the category **"Unofficial Transcripts"** and upload your document by clicking on **[Upload File]** — follow the upload instructions and verify that your document saved properly.

Contact Us!

Office hours: Monday through Friday from 8:00am-5:00pm.

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