

QUEENS COLLEGE
OFFICE OF CAREER DEVELOPMENT AND INTERNSHIPS

eRECRUITING

Student Login Procedures

(You need to open an account first)

Step 1: Go to: <http://www.qc.edu/career>

Click on **QC Career Link**

Step 2: Enter Your Username. Your username is your: **e-mail address**.

Remember your e-mail has to be active or you'll not be able to communicate on e-Recruiting.

Step 3: Enter Your Password.

Your password is your: **date of birth, in a month/date/year/ format, with double digits for each**. For example, if you were born on July 4, 1976, your password would be: **070476**.

* It is recommended that you change your password after the initial login.
To change your password, click on **Edit Your Profile**.

*If you don't have a username and password, please contact the Office of Career Development and Internships.

Click on the **Enter** button to access **eRecruiting**.

<u>Profile</u>	<u>Document</u>	<u>Application</u>	<u>Events</u>	<u>Jobs & Internships</u>	<u>Employers</u>	<u>Mentors</u>	<u>Calendar</u>
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(The above is the navigation bar you will be using in **eRecruiting**, please become familiar with it).

Your Student Profile

It is crucial that the information included in your profile be accurate. It is also strongly recommended that you complete your student profile information as fully as possible to give employers more opportunity to pick you when they search for a job candidate. The most important sections are your name, e-mail, and current education information. Remember to update your student information occasionally. Follow these steps to update your **eRecruiting** student profile.

1. Click on the **Profile** link on the main navigation bar.
2. You will see "**Your Profile**" page. You will be on the Personal Information section.
3. Click on the **Edit** button.
4. You can make any changes you wish to the information displayed on the **Edit Your Profile Page**. The fields that are required have an "orange dot" next to them. They are mandatory and must be completed.
5. Click the **Save** button.

6. Then click on **Academics**. Be sure to complete this section fully. You must include your major and student status. Employers often select by using this criteria. Repeat steps 3 through 5 until you have made all the updates you wish to make.

Uploading Documents

You can post one or more versions of your resumes and cover letter on **eRecruiting**. Remember you are required to use a resume format that is approved by the Office.

To upload a resume, cover letter, or other documents to your **eRecruiting** account, please follow these steps:

1. Click on the **Document** link on the main navigation bar.
2. On the document page, select a document type from the **Upload Document** drop-down menu (resume, cover letter, writing sample, other document).
3. On the **Add Resume/Cover Letter/Writing Sample/Document Page**, click on the **Browse** button and find the document you wish to upload. Note, it.
4. Click the **Upload** button.

The system displays your Documents – your current document page for the type of document you just uploaded. You can click on any of the buttons in the documents section to view your current resume, cover letters, writing samples, or other documents. If you upload more than one resume, select one as your Primary Resume. Scroll down to “Change Your Primary Resume”, select your new primary resume, and click the **Change** button. Click **OK**.

Important Reminders:

- After posting your resume, it is very important that you **publish it in your “General” academic major resume book and also in your major “OCR” resume book**. Publishing it means it is available to employers. For campus recruiting, you need to apply directly to each employer that is scheduled to recruit. We strongly advise you to apply to as many employers as possible.
- After you apply to all the employers you are interested in, please check the calendar daily for new instructions and sign-up for interviews.
- If you have not logged into your eRecruiting account for at least six months, your account will be deactivated.
- To prepare for the upcoming interviews, please use QC VAULT which is on our web page. It is a very valuable resource for career and employer information. You’ll find it very useful.

Please check the Calendar daily for new information. Additional information is also available on the bulletin board at the Office, Frese Hall, room 213.
Good Luck.