

QUEENS COLLEGE
Office of Career Development and Internships

eRecruiting Account Request Form

Please Read The Following Carefully:

- If you wish to open an account on **eRecruiting**, please read the instruction below and complete the form. After an account is created for you, you can complete your student profile information fully to give employers convincing reason to choose you for an interview. Next, you need to post your resume and publish it. Publishing your resume means you are making it available to potential employers.
- If you are currently a graduating student and want to participate in the campus recruitment program, make sure you attend all the required workshops. If you don't attend the required workshops, your **eRecruiting** account will not be activated for on-campus recruitment events.

After an account is created for you, you can use the following procedures to log in:

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'' 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**.

Keep this section for your information.

Tear-off here

(PLEASE PRINT)

Complete this section and return it to the Office of Career Development and Internships:

Freshman ____ Sophomore ____ Junior ____ Senior __ Graduate __ Alumni __

Last Name _____

First Name _____

Date of Birth _____

Email _____