

QUEENS COLLEGE

OFFICE OF CAREER DEVELOPMENT AND INTERNSHIPS

eRECRUITING
Login Procedures

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

Click on **QC Career Link/ eRecruiting**

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**.

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

Profile	Documents	Applications	Calendar	Mentor	Jobs & Internships	Employers
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(The above is the navigation bar you will be using in **eRecruiting**, please become familiar with it).

Your Profile

It is crucial that the information included in your profile be accurate. It is also strongly recommended that you complete your 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** profile.

1. Click on the **Profile** link on the main navigation bar.
2. Click on view/edit profile data
3. You will see **Personal info**, **Academic Info**, and **Career Preference**. Complete all three. **(It is very important to complete these profiles)**

When you do so, the system regularly scans for jobs and career information which matches or fits your career profile)

4. You can make any changes you wish to the information displayed on the **Edit your Personal Information**. 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. Next, click on **Academics**. Be sure to complete this section fully.

Uploading Documents

You can post one or more versions of your resumes and cover letter on **eRecruiting**.

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

1. Click on the **Documents** 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 **Browse** 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**.

How to Apply for a Job

Once you upload your resume, you can then conduct a job search. For local jobs, check **“Show only jobs from my Career Center”** Those are jobs that are directly forwarded to our Office. When you come across a job you like, all you have to do is to click on **“Apply”** at the bottom of the screen where the description of the job is listed.

Good Luck