

# eRecruiting

## Job/Internship Search Tip Sheet



**IMPORTANT:** When utilizing eRecruiting, it is always best to use Internet Explorer as your browser.

### Getting Started . . .

1. **Log-In:** Visit <http://slu.erecruiting.com> and login with your username & password. If you do not have a username & password, you may request one by contacting Career Services at 314.977.2828 or by completing the registration form located at <http://www.slu.edu/services/cc/erecruitstudform.html>
2. **Update & Manage Your Profile:** Click on **Profile** on the gray task bar near the top of the page. Enter/Update all Personal, Academic, and other information.



**IMPORTANT:** Keeping your Profile updated is extremely important. Employers may use this information to seek appropriate candidates that meet their needs based on degree, major, GPA, etc. Additionally, the eRecruiting system uses this information to determine your eligibility to apply for certain jobs/internships. If you have not updated your Profile, the system may keep you from applying for opportunities for which you are actually eligible.

3. **Upload Your Resume:** Click on **Documents** on the gray task bar near the top of the page. In this section you can upload resumes, cover letters, writing samples or other documents.



**IMPORTANT:** Your resumes, cover letters, and other documents need to be in Word format to be uploaded in eRecruiting.



**IMPORTANT:** You must upload a resume if you wish to apply for any jobs/internships electronically through the eRecruiting system or if you wish to participate in On-Campus Recruiting (OCR) interviews.

4. **Publish Your Resume to the Resume Book:** Click on **Documents** on the gray task bar near the top of the page. Then click **Go** in the **Publish Resumes** box. You can choose to upload your resume to any of several different Resume Books.



**IMPORTANT:** Publishing your resume to the Resume Book is optional. However, many employers browse the resume books to seek appropriate candidates for opportunities with their organizations. They could be looking for someone just like you!

**Flip over for tips on searching for Jobs/Internships!**

## Searching For Jobs/Internships . . .

There are several ways to search for jobs/internships in eRecruiting. The following are the methods the Career Services office deem as best and most user-friendly.

1. Click on **Jobs & Internships** on the gray task bar near the top of the page
2. Focus on the **One Click Searches** list on the right hand portion of the page. By clicking on any of the following choices, you will be taken to the most updated and most accurate job/internship postings provided to the Career Services office at SLU.



**IMPORTANT:** If you are a job or internship seeker, you should be checking these links regularly, if not daily!

- [with upcoming application deadlines](#)

This link will take you to job/internship postings with upcoming application deadlines. The postings will be listed in chronological order with the most urgent deadlines first.

- [that have been recently added by my career center](#)

This link will take you to the job/internship postings that have been most recently added by the Career Services office. The postings will be listed in chronological order with the most recent postings listed first. The Career Services office can average 10-25 new postings a day! Check this link often!

- [that have been recently added by all available sources](#)

This link will take you to the job/internship postings that have been posted by the eRecruiting nationwide network. This link will contain numerous job and internship opportunities from across the United States and some international sites. Please note, the SLU Career Services office is not responsible for the opportunities or content posted in this link.

- [with upcoming on-campus interviews](#)

This link will take you to the list of upcoming interview dates for On-Campus Recruiting (OCR) and the associated positions and employers. The postings are listed chronologically by interview date.



**IMPORTANT:** To be considered for an OCR interview, you must apply electronically through eRecruiting.

## Other Search Methods . . .

**Employer Search** – You can search by employer name to see if there are any positions posted with employers of your interest.

**Specific Search** - You may notice the Specific Search functions on the left hand portion of the page that provide ways to search for jobs/internships by *Keyword, Job Function, City, State, Industry*, etc. **WARNING:** Although these search functions can be useful at times, inaccuracies and lack of some specific info in the database will often produce results that are not comprehensive.

## The Job/Internship Posting . . .

All job postings in eRecruiting are listed in the following format:

<b>Title of Position</b> / <u>Company/Organization Name</u>	City/State Location
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**Click on the position** to view the full job description, required qualifications, and application instructions and other associated information. If the position is accepting resumes electronically through eRecruiting, a box at the bottom of the page will state if you're eligible to apply. You can then click the **Apply** button and choose your appropriate resume/cover letter, etc.



**IMPORTANT:** If the apply box states "Application Restricted" and you believe you do have the correct degree, major, etc. check your Profile to make sure all information is accurate.

**Click on the Company/Organization name** to be taken to the eRecruiting employer overview page. From this specific Employer Overview page you can click on the organization's website, seek contacts, view other opportunities with that organization, and view any upcoming events associated with that employer.